


CIAT.EDU


2018 CATALOG

January 1, 2018 - December 31, 2018

CIAT California Institute of
Arts & Technology

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California Institute of Arts & Technology

San Diego, California

CIAT reserves the right to update school policies at its sole discretion if it believes that doing so will improve the quality of education and services to our students. New policies will be updated in the latest school catalog but may also be listed on the school website, LMS or in CIAT manuals. We highly suggest you refer to the latest catalog from the CIAT website rather than rely on print or electronic document versions that may be out of date. You can view our latest catalog at <https://www.ciat.edu/course-catalog/>

Ver. 050718

CALIFORNIA INSTITUTE OF ARTS & TECHNOLOGY



Jamie Doyle

Welcome to the California Institute of Arts & Technology (CIAT)! Our college was established in 2008 and built on the foundation of providing quality education and value to the student. To date we have taught over 2000 students to become certified or gain skills needed to succeed.

CIAT originated in Northern California and relocated to San Diego to establish our main campus in 2009. In 2016 we moved to our expanded campus in the beautiful Mission Valley area of San Diego. In 2017, we opened our second campus in National City.

Courses are offered in the classroom and online format and are designed to maximize the use of technology to provide the best possible learning experience.

CIAT's Degree and Certificate program courses teach the skills and practical knowledge required to gain employment or advance in the field of Information Technology. You will receive personalized attention from a small school whose mission is to help you achieve success.

We understand that there are many choices when considering which college fits your needs, and we thank you for considering California Institute of Arts & Technology.

Jamie Doyle

A handwritten signature in black ink that reads "Jamie Doyle".

President/Founder

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Why Choose CIAT?

Our college was built on the foundation of providing quality education and value to the student. Whether taken online or in a classroom, each course is designed to maximize the use of the latest technology to give you a more connected learning experience.

CIAT Mission Statement

California Institute of Arts & Technology prepares students for professional and individual success through innovative high-quality vocational and career advancement programs which provide the competencies and credentials for a rewarding career.

SCHOOL INFORMATION

Catalog

Any questions a student may have regarding this catalog or the institution, that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, Phone: 916-431-6959, Fax: 916-263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Accreditation and Approvals

BPPE Approval

California Institute of Arts & Technology is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Accreditation

CIAT is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.

Other Approvals and Partnerships

1. Approved to offer Federal Student Aid
2. Member of Microsoft IT Academy
3. Cisco Networking Academy
4. CompTIA Authorized Academy
5. VMware Academy
6. Official Pearson-VUE Testing Center
7. California EDD WIOA Approved
8. GSA Multiple Award Schedule Contract GS35F-0364Y
9. Approved to offer VA Education benefits

Legal Name / Governance

California Institute of Arts & Technology is a State of California Chapter S Corporation. The President/Founder, Jamie Doyle has legal control of the company.

Campus Location and Contact Information

877.559.3621 toll-free
 858.505.9650 fax
 858.225.4301 phone
info@ciat.edu

2820 Camino Del Rio S., Suite 100, San Diego, CA 92108
 400 Mile of Cars Way, Suite 100, National City, CA 91950

CIAT's Mission Valley campus is located on the ground floor of a three-story office building on the south side of Interstate 8 in the heart of San Diego. Our second South Bay campus is located on the ground floor of a three-story office building off of interstate 5, South of San Diego in National City. Shopping malls, restaurants, and hotels are within a short drive from each campus. We have large classrooms available, large networking lab facilities and large "quiet study" areas with private desks for student use. The included student lounge areas have comfortable seating for quiet relaxation and an eating area with tables, chairs and well stocked vending machines. There are offices for the staff and two dedicated Pearson-VUE test centers. More than adequate parking is available and public transportation stops are located directly adjacent to each campus.

Hours of Operation and Availability

Business Hours: 8:00 AM to 5:00 PM Pacific Time Monday thru Friday. Closed Saturdays, Sundays and Major Holidays

Online Instructor Availability: 8:00 AM to 5:00 PM Pacific Time Monday thru Friday. Closed Saturdays, Sundays and Major Holidays

The quiet study area and student lounge are available daily, Monday through Friday as well as on Saturdays on the schedule shown below. All times are Pacific Time. Evening hours after 4:00 PM and Saturday hours are dependent on instructor availability and may be cancelled on short notice.

Monday:	8:00AM – 10:30PM
Tuesday:	8:00AM – 10:30PM
Wednesday:	8:00AM – 10:30PM
Thursday:	8:00AM – 10:30PM
Friday:	8:00AM – 5:00PM
Saturday:	8:00AM – 5:00PM

Program / Course Schedules

Schedules for courses offered during the Summer/Fall 2018 time period will be found under the descriptions for all courses in this catalog. A full schedule of all courses can be obtained from an Admissions Advisor by calling 877-559-3621 or emailing info@ciat.edu.

Degrees and Certificates Awarded

Upon graduation from our Degree Program, the student will receive an Associate of Applied Sciences Degree in Computer Information Systems, Networking Concentration. Please see the Degree Program section of this catalog for the courses included in the AASCIS-NC degree.

Upon completion of one of our Certificate Programs, the student will receive a Certificate of Program Completion for the program in which they enrolled. Please see the Certificate Programs section of this catalog for information on the certificate to be awarded and the courses included in the various programs. The following programs are offered during the 2017:

- Certificate in Computer Information Services, Networking Concentration
- Certificate as Cisco Network Associate
- Certificate as Cisco Networking Professional/Certificate as Cisco Certified Network Associate, Security Specialist
- Certificate in Computer Application Development
- Certificate in Graphic Design
- Certificate as Microsoft Office Specialist
- Certificate in Website Design
- Certificate as Computer Technician
- Certificate as Networking Security Technician
- Certificate as Microsoft Server Technology

Upon completion of a Professional Development course, the student will receive a Certificate of Course Completion (with the appropriate number of Continuing Education Units earned) for their course.

Bankruptcy

The institution has no pending litigation in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the past five years, or have a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Catalog Changes

The information in this catalog is accurate and in effect as of the revision date that is found on the front cover of this catalog. A new catalog is published at the beginning of the January Term and at the beginning of the June Term each year. Catalogs may receive updates and revisions throughout their lifespan. Existing students will be notified when a new revision of the catalog is available. CIAT will notify all current students by means of a group email that will summarize the changes. The revised catalog will be posted to CIAT's website for download by the students and general public. The changes will also be summarized and posted to the Student Portal for a period of no less than 30 days. See the following paragraph for information on the Student Portal.

Student Portal

We have switched to a new student records database system that will accurately track your coursework and progress. The new system, myCIAT, is accessible via the internet and has a student portal that will enable you to access your unofficial transcript, financial records, attendance and other information. You will be given a user name and initial password during your first Term at CIAT.

No changes to your records can be made through this portal. Email records@ciat.edu, or call 877-559-3621 to report any information that you believe is incomplete, inaccurate or incorrect, or to ask for an explanation of the information presented or to request assistance.

Veteran's Information

CIAT is approved to offer the following VA Educational Benefits to qualifying veteran students:

- Chapter 33: Post 9/11 GI Bill®
- MGIB-SR/Chapter 1606
- REAP/Chapter 1607
- DEA/Chapter 35
- VOC REHAB/ Chapter 31
- MGIB-AD/Chapter 30
- MyCAA
- Yellow Ribbon Program

Please note that availability for these programs varies depending on campus. For our Mission Valley campus, the following programs qualify:

- Associate of Applied Science in Computer Information Systems, Networking Concentration
- Associate of Applied Science in Software Development
- Certificate in Computer Information Services, Networking Concentration
- Certificate as Cisco Network Associate
- Certificate as Cisco Networking Professional/Certificate as Cisco Certified Network Associate, Security Specialist
- Certificate in Computer Application Development
- Certificate as Microsoft Office Specialist
- Certificate in Website Design
- Certificate as Computer Technician
- Certificate as Networking Security Technician
- Certificate in Graphic Design

For our National City campus, the following programs qualify:

- Associate of Applied Science in Computer Information Systems, Networking Concentration
- Associate of Applied Science in Software Development

This catalog will be updated to reflect any programs that gain or lose approval for VA Educational Benefits.

ACADEMIC CALENDAR 2018

January 2 (Tues)	Term #1 - First day of classes
January 15 (Mon)	Martin Luther King Day – campus closed
February 3 (Sat)	Last day of classes
February 5 (Mon)	Term #2 - First day of classes
March 10 (Sat)	Last day of classes
March 12 (Mon)	Term #3 - First day of classes
April 14 (Sat)	Last day of classes
April 16 (Mon)	Term #4 - First day of classes
May 19 (Sat)	Last day of classes
May 21 (Mon)	Term #5 - First day of classes
May 28 (Mon)	Memorial Day – campus closed
June 23 (Sat)	Last day of classes
June 25 (Mon)	Term #6 - First day of classes
July 04 (Wed)	Independence Day – campus closed
July 28 (Sat)	Last day of classes
July 30 (Mon)	Term #7 - First day of classes
September 1 (Sat)	Last day of classes
September 3 (Mon)	Labor Day – campus closed
September 4 (Tue)	Term #8 - First day of classes
October 6 (Sat)	Last day of classes
October 8 (Mon)	Term #9 - First day of classes
November 10 (Sat)	Last day of classes
November 11-12 (Sun-Mon)	Veterans Day (observed) – campus closed
November 12 (Mon)	Term #10 - First day of classes
November 19-24 (Mon - Sat)	Thanksgiving break – campus closed
December 22 (Sat)	Last day of classes
December 23-31 (Sun – Mon)	Christmas & New Year break – campus closed

(Note: This calendar is not intended to be construed as an employee work calendar.)

ADMISSIONS

Admission Requirements

All applicants must be at least 17 years of age. A student accepted for enrollment in either the Degree or one of the Certificate programs must be in possession of a high school diploma or equivalent. CIAT does not accept ability-to-benefit students. Individual pre-requisites, if any, for individual courses are identified in the course descriptions section of this catalog. CIAT must determine with reasonable certainty, prior to the acceptance of the enrollment, that the applicant has the appropriate prior education required to succeed in the program. Students enrolling in Professional Development Boot Camps/Seminars do not need to present proof of a high school diploma or equivalent.

The High School Diploma equivalency may be satisfied by either General Educational Development (GED) tests or a United States military Form DD-214 indicating that applicant has completed high school. All applicants must be able to read and speak English effectively and also be able to use a computer keyboard and mouse to navigate in the Windows environment.

CIAT will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor's degree.

How to Apply for Admission:

1. Request and complete the CIAT Application for Admission
2. Review the contents of this catalog and then print, sign and submit the catalog receipt confirmation form found at the end of this catalog with your application.
3. Submit a copy of high school diploma or equivalent documentation with your application.
4. Request an official copy of all transcripts for all college level education completed. Submit a list of all colleges attended with your application. If you are accepted, Official Transcripts will be required within 90 days of admission to CIAT.
5. If you are a veteran, provide a print out your Joint Service Transcript, or equivalent for evaluation with your application.
6. Complete a Scholastic Level Exam (SLE) and pass if you have earned less than six college-level semester credit hours.
7. Submit government-issued proof of identity with a signature, photo and date of birth (copy of government-issued ID, driver's license, or passport with picture).

Identity Verification

We verify the identification of any student utilizing government or employer funding for classes and for all students when taking certification exams. Acceptable forms of identification include passports, driver's licenses, military ID cards and other forms of government issued

identification with photo. Additional identification may be required when attempting certification exams. We will advise you of required identification when scheduling your exams.

Special Needs

Students who need assistance in the admissions or training process may request it by contacting the Admissions Department at 858-225-4301 ext. 7011 or admissions@ciat.edu. CIAT will make every reasonable attempt to assist those that need help.

Non-Discrimination Policy

CIAT adheres to a strict policy of non-discrimination. We will not discriminate for or against any applicant on the basis of sex, sexual orientation, race, ethnic origin or religious preference.

Scholastic Level Exam

A Scholastic Level Exam (SLE) is required for all students enrolling in our Degree and Certificate Programs, when they have less than 6 college-level semester credit hours, to ensure that each and every student at CIAT can successfully meet the challenges found within a college level learning environment. Students enrolling in Professional Development Boot Camps/Seminars are not required to take the SLE even if they do not have prior college-level credits.

Student Visas

CIAT Does not provide I-20s or any other form of Visa assistance for foreign students. However we will vouch for their status as a student at CIAT, and/or verify their period(s) of attendance, to interested parties upon request and/or with student authorization. There is no charge for this vouching or verification of status/attendance.

Language Requirements

English Required

All courses are offered in the English language. CIAT does not offer English as a Second Language (ESL). The student must be able to speak, read/write and understand the English language to enroll in any CIAT course. The student's signature on the enrollment agreement signifies that they attest to their ability to be able to speak, read/write, and understand the English language. In addition, CIAT verifies English Language skills through the admissions process. College Transcripts not in English will not be accepted by CIAT.

Test of English as a Foreign Language

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (TOEFL IBT). For more information on TOEFL, go to their website by following this link: <http://www.toeflgoanywhere.org/>. Students who desire to register and take the TOEFL online exam may do so through an authorized Prometric Test Center.

Transfer of Credits to CIAT

CIAT strives to ensure the fair and equitable treatment of students relative to transfer of credit. The following underlying principles guide CIAT's policy on transfer of credit:

1. The best interests of students are served by facilitating the transfer of prior credit earned.
2. The provision of timely, accurate and unambiguous information relative to institutional policies and practices serve the public interest.
3. The evaluation of transfer credits by CIAT must be implemented in a fair, reasonable, and consistent basis.
4. The principal criteria CIAT will use in evaluating transfer credits is the quality of the credits earned relative to comparability and applicability to the CIAT program in which a student seeks to enroll.
5. CIAT's decision to award or reject such credits is to be respected, but the student has the right to question any decision made regarding transfer of credits from their prior training and/or experience.
6. CIAT will establish and implement a fair and equitable policy regarding the transfer of credit. The policy will be written, published in this catalog and other relevant publications, and disseminated to all students and prospective transfer students.



CIAT will only consider for acceptance credit earned at another institution if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation. Credit earned at an institution outside the United States will be considered for transfer only if:

- a. The student presents a transcript that is in English or has been translated into English by an official translation service.
- b. The school has been recognized, authorized or accredited, as appropriate by the National Agency responsible for said recognition, authorization or accreditation in the country it is located in, as listed on the Council for Higher Education Accreditation website.

CIAT will accept a maximum of 75% of the credits for transfer credit or a combination of transfer credit and experiential or equivalent credit

(including challenge credits). For no student, however, may the credit given for experiential or equivalent credit (including challenge credits) exceed 25% of the credits required for a certificate or degree. CIAT will only consider for acceptance transfer credit from institutions that are accredited by recognized agencies of the U.S. Department of Education and/or provide the current associated industry certification. **Transfer of credit may affect your ability to qualify for Financial Aid.**

Students wishing to transfer credit to CIAT should have official transcripts sent directly from the accredited institution to CIAT. Veterans will be required to provide their Joint Services Transcript or equivalent from the Air Force and Coast Guard, and all transcripts from all institutions for all college level courses taken prior to attending CIAT. All transcripts received will be reviewed by the Registrar for transfer credit. Credit will only be transferred from courses equivalent to those offered by CIAT. The Registrar will provide a written report of the action taken for each transcript or JST submitted, the student will also sign one copy of the report to acknowledge receipt of the report. That copy will then be made a part of the student's official record.

Students have the right to challenge the decision of the Registrar to accept or deny credit. To do so the student must submit the challenge in writing within 30 days of receiving notice of the results of their transcript review. They must state what they are challenging and provide specifics of why they are challenging the decision. The Registrar will review the challenge and reply in writing within 10 business days. In case of a continued disputing of the results by the student, the student will have 10 business days to respond in writing. The dispute will then be forwarded to the President of CIAT for final review and resolution. The decision of the President is final.

For CIAT courses that lead to one of our Certificates or Degrees, credit will be considered for transfer only if:

1. For all courses:
 - a. The student must have achieved a grade of C (70%) or better.
 - b. For courses where no letter or numeric grade is given, such as ACE recommendations, a grade of P will be given. Note that a grade of T for transfer is recorded on the students CIAT transcript and transferred grades are not considered for the student's GPA at CIAT.
 - c. The course must be a minimum of 3 Semester Hours or 45 Clock Hours
 - d. The course must be equivalent to the CIAT course for which credit will be given
2. For core classes and technical electives:
 - a. The course must have been completed within the three year period prior to the student's Program start date and:
 - b. The student must have achieved a current Industry Certification as a result of the course and:
 - c. The student must demonstrate technical knowledge and skills that meet the course and Certification objectives to the satisfaction of the CIAT course instructor
3. For General Education Classes:

- a. The course must have been completed within the ten (10) year period prior to the student's Program start date.
- 4. Transfer Credit may also be given for:
 - a. CLEP Exams
 - b. DANTES Exams
 - c. ACE Recommended Credit on JST's

Veterans Students using VA Benefits to pay for any portion of their training are required to submit their JST and all transcripts from all prior training within 90 days of registration at CIAT.

The following General Education classes may transfer into CIAT if the class was passed with a "C" (2.0) or better.

English Language, Communication and Critical Thinking

1. Reading and Composition
2. Creative Writing
3. Oral Communication
4. Literature Studies

Social and Behavioral Sciences

1. Psychology
2. Sociology
3. History
4. Geography
5. Economics
6. Philosophy
7. Political Science

Scientific Inquiry and Quantitative Reasoning

1. Intermediate Algebra
2. College Algebra
3. Trigonometry
4. Geometry
5. Pre-Calculus
6. Calculus
7. Physics *
8. Biology *
9. Chemistry *
10. Geology *

*#7-10: Laboratory credits from sending institution will transfer. Please contact Records Department for more information.

Tuition and fees will not be assessed for any courses transferred in. CIAT only charges tuition and/or fees for courses taken at CIAT or by online means through CIAT. Any tuition or fees prepaid for courses which were later transferred in will be refunded within 45 days of the transfer being recorded, unless challenged, in which case payment will be made within 45 days of resolution of the challenge.

There is no charge to the student for the evaluation and recording of transfer credits.

It is possible that students receiving Financial Aid may have their financial aid reduced by the amount that their tuition and other fees are reduced at CIAT by transferring in credits.

Transfer of Credits from CIAT

CIAT does not in any way guarantee or promise that credits earned at CIAT will be accepted for transfer by any other institution other than listed institution(s) under Articulation Agreement in pg. 17. It is strictly the decision of the receiving institution to accept or deny transfer of credits.

Students desiring to transfer to another institution may ask for guidance and counseling from Student Services concerning their proposed transfer.

Official Transcripts must be sent by mail to the Registrar's Office of the receiving school upon receipt of a request in writing signed by the student. There is no charge for the first transcript sent to an institution on behalf of the student. A nominal fee of \$5.00 will be charged for all subsequent transcripts sent to the same school for the same student. It is up to the receiving school to pay this fee to CIAT. They may seek payment from the student based on their policies. Official Transcripts will be forwarded within 5 business days of receipt of an authorized request from the student. Please email, transcripts@ciat.edu to request official/unofficial transcripts.

Transcripts will not be provided to third parties without a signed authorization or request from the student, except as required by law or court order. Similarly, course syllabi and outlines are considered proprietary information and will not be provided to third parties except as required by law or court order. Course descriptions may be found in our catalog and are available to all interested parties.

Experiential Credit

Experiential learning is defined as those skills, competencies and knowledge (general or specific) that are acquired through work, self-development, training, or volunteer experiences.

Credit is not awarded for life or work experience at CIAT. Credit is only awarded based on measurable learning outcomes.

1. College credit will be awarded only for college level learning
2. Credit will be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application
3. The determination of competence levels and of credit awards will be made by appropriate subject matter and academic experts
4. Credit will be appropriate to the academic context in which it is accepted
5. There is no cost to evaluate experiential credit.

Course Challenge for Credit

Students may challenge up to 25% of CIAT's courses by successfully passing the course final examination on their first attempt. Retakes of tests taken as a challenge test are not allowed. Students taking a

challenge test and failing will be required to take the full course to achieve credit for the course. CIAT charges a nominal fee of \$250.00 per challenge exam, which is not refundable.

CIAT does not accept hours or credit through transfer of credit achievement tests.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CIAT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CIAT to determine if your credits, diploma or certificate will transfer.

Substitution of Courses

Students that have taken a similar course from an accredited institution that is the equivalent of a course contained in their selected Certificate or Degree program, and/or have the current associated industry certification, may elect to substitute an equivalent or higher level course at no additional cost for the program.

Due to difference in academic curriculum standards, for students that does not have the current associate industry certification but have taken a similar course from an accredited institution will need to demonstrate knowledge by taking the "Challenge for Credit Exam" with CIAT within 90 days from the start date of the first term in the program. Please see Admissions for more information.

Sequence of Classes

CIAT's Programs are designed to provide the student with the skills and knowledge that is in demand by employers. The programs are intended to sequence the student through the basics and then into more advanced topics that build upon the previous courses taken. Students will be scheduled to take the courses in the predetermined best sequence. Students must successfully complete all the courses in a program to receive the certificate for that program. Some of the programs offer electives of the student's choice as part of the Program/Degree. These electives will be scheduled for completion after the student has completed the "core" courses of the program. Occasionally, the student may desire to take courses out of sequence and/or complete the elective courses prior to completing the "core" courses. To do this the student:

1. Must have a valid reason to do so, such as employment needs.
2. Must be making Satisfactory Academic Progress

3. Must have completed their current course, and all prior courses at CIAT, on time with a grade of C or better.
4. Must submit a Schedule Change Request at least one week prior to the end of the current Term.

All requests to take courses out of sequence must be approved by the Records Manager. Change request forms are available from the Student Services Office and are to be submitted to the Student Services Manager for processing. Approved changes will take effect at the start of the next regularly scheduled Term. Each such request will count as one of the three schedule changes allowed during the student's enrollment at CIAT.

Students who are enrolled in the Associate of Applied Science programs are required to complete at least 9 credits of General Education courses in the first year.

Student Orientation

After the admission's process is completed the Student Services will ensure that the student receives a proper orientation in being a student at CIAT. Orientation for on-ground students is normally held on the week prior to the start of the term. Online students will be joining the orientation via Adobe Connect on the day of orientation or watch a recorded session prior to the first day. Professional Development students attending CIAT Boot Camps do not need to complete the orientation checklist, but will be shown the Orientation Power Point Presentation during their first session of class.

Articulation Agreements

An Articulation Agreement is a formal agreement between two participating schools detailing the process by which credits and degrees at one institution may transfer or are equivalent to the other institution. These are designed to help students make a smooth transition from one school to the next educational level without experiencing delays duplication of courses or loss of credit. Level of articulation agreements from CIAT would be Associate (2-year) Degree to a Bachelor's (4-year) Degree. Articulated schools are listed:

- **Excelsior College**
- **Grantham University**
- **United States University**

Agreement Highlights:

- Students must graduate from CIAT.
- Minimum grade requirement of C or better in courses is required for transferability.
- Students must have earned minimum Cumulative GPA of 2.0 or higher.
- A maximum of 73 credits may be accepted for transfer.
- Upon completion of the CIAT Associate of Applied Science degrees, students are guaranteed admission to the above listed schools and will transfer with junior standing.

TUITION AND FEES**Tuition and Program Costs****Tuition**

Tuition for CIAT non-degree programs and individual courses is charged at the rate of \$585.00 per unit (1 Semester Hour or 15 Clock Hours). This cost is the same for all technical courses and includes any labs or separate lab courses required by the basic course. The Graphic Design, Microsoft Office and Website design classes are charged at a flat rate of \$1995.00 per course. The cost for each program is different, depending on the number of courses included in the program. The degree program includes General Education courses which are also charged at the rate of \$585.00 per Unit. Total program costs are specified in the program description section of this catalog.

Any repeat of the course may be charged with the tuition for the course. This exclude repeats due to W (Withdraw) and I (Incomplete).

CIAT does not financially obligate a student for more than twelve (12) months in any current and active enrollment period. A student may not have more than one enrollment active at any time.

Lab Fees

CIAT does not charge any lab fees.

Books, Virtual Labs and Other Materials

Textbooks are an optional additional expense. Students can buy them in the CIAT store, or from any other source. General Education textbooks are not included as a part of tuition and the student is responsible for purchasing the books. The cost of books varies with each course. Book costs range from \$50.00 to \$200.00 per course. There is no cost for lab and other materials (if applicable). Certificate students will receive a textbook list and curriculum which provides all information required to obtain needed learning resources. Some books are only available through an official source such as Microsoft, VMware, Oracle and others and must be purchased through CIAT. Those that are commercially available can be purchased by the student in lieu of buying them from CIAT. Book costs constantly change, so, any costs for books mentioned in this catalog are based on the best estimate of actual cost at the time this catalog was created. Your Admissions Representative will be able to provide you with the latest costs for books.

Software

Any software required for a course will be provided by CIAT at no cost to the student. This software is provided under licenses that allow for its use only in pursuit of the course. Any other use by the student is in violation of copyright laws and may subject the student to disciplinary action by CIAT and/or other authorities.

Supplies

Students are expected to provide their own pens, pencils, note taking materials, calculators, etc.

Tools

Any tools needed during a CIAT conducted lab will be provided by CIAT. Student's should not have to purchase any tools during their enrollment at CIAT.

Certification Exams

The taking and passing of industry certification exams is not required for completion of any course or program. CIAT is an approved Pearson-VUE test center. Testing is offered at our San Diego campus and onsite for groups. CIAT will provide students with one certification exam voucher per course upon successfully completing course with a D- or above. CIAT will provide students with second certification exam voucher per course if the student failed the first certification exam by 100 points or less from minimum passing score. If the student failed the first certification exam by more than 100 points from minimum passing score, he/she will be responsible to pay for exam retake.

Exams must be taken within 60 days of the last day of the course. Exams scheduled outside of the time frame will not be covered by CIAT.

Certification testing that is not covered by CIAT is at an additional cost and must be paid prior to registering for any certification exam. These fees may change with little or no notice. For a schedule of fees, visit PearsonVue.com.

This policy is valid for those who are not receiving tuition discounts.

Payment of Fees

Tuition and fees must be paid in full at least 14 business days prior to the start of class. Tuition includes class instruction and required materials and may be paid using a major credit card, debit card or, check. All students will be informed of available State and Federal grants first before packaging or arranging private student loans or alternative financing programs. If you are using education benefits, funding documentation (such as tuition vouchers, approved purchase orders or other approved forms of payment), are also due 14 business days prior to the start of class. Ultimately, it is the student's responsibility for payment of tuition regardless of whether a third party is funding their education. Once your tuition has been received, you will receive a welcome email with login instructions from your instructor. The tuition for each program is located next to the course description in this School Catalog.

Student Tuition Recovery Fund Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF

may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Fee Chart

Fees	Per Unit	Per Class
Technology Classes	\$585.00	\$2,340.00
Website, Graphic, MS Office	\$-	\$1,995.00
General Education Classes (4unit)	\$585.00	\$2,340.00
General Education Classes (3unit)	\$585.00	\$1,755.00
Registration Fee	\$-	No Charge
Equipment - Laptop	\$400.00	N/A
Lab supplies or kits	\$-	No Charge
Uniforms or other protective clothing	\$-	N/A
In-resident housing	\$-	N/A
Tutoring	\$-	N/A
Assessment Fees for transfer of credits	\$-	No Charge
Fees to transfer credits	\$-	No Charge
Student Tuition Recovery Fund	\$-	\$0.00
Online Library Services	\$-	\$0.00
Challenge Credit Exams	\$-	\$100.00
Official Transcript (Waived on 1 st)	\$5.00	N/A
Dual Certificate/Degree	\$50.00	N/A
Experiential Learning Review	\$-	No Charge

Discounts and Scholarships

CIAT offers discounts and scholarships. Below is a list of available scholarships and discounts by CIAT.

Active Military TA Discount

TA discount is available for any active duty military personnel. The price is \$250.00 per unit for all IT and General Education courses under this discount.

Students receiving discounted tuition may not receive any other discounts from CIAT

Workforce Innovation & Opportunity Act (WIOA) Tuition Assistance

CIAT offers tuition assistance through partnering up with the Workforce Innovation and Opportunity Act (WIOA). The WIOA program provides federal aid to qualifying students enrolled in a qualifying Career-Technical or Workforce Program at CIAT. Qualifying students will be only responsible for the program cost listed on the Individual Training Account (ITA) approved by WIOA. Qualifying students may be approved to receive up to \$7,000 in an ITA towards total program tuition, required books and fees. Listed below are WIOA participating programs:

- Certificate as Computer Technician
- Certificate as Cisco Certified Network Associate
- Certificate as Networking Security Technician
- Certificate in Application Development
- Certificate in Website Design

Students receiving discounted tuition may not receive any other discounts from CIAT.

Presidential Tuition Scholarship

Presidential Tuition Scholarships of up to \$2,500 are available to students depending on the program in at least one of the following categories:

- Educationally and economically disadvantaged persons who have been historically underrepresented at higher education institutions (African Americans, Hispanics and Native Americans)
- Single parents with demonstrated financial need
- Persons with a verified disability and financial need

Applicants must also meet all of the eligibility criteria listed below. They must:

- Have an annual income below \$20,000 for single applicants of \$27,000 for a family of two or more.
- Apply for federal financial aid
- Be a U.S. citizen or eligible non-citizen.

Awards will be applied evenly throughout your program. For example, a \$2500 scholarship for a program containing 20 classes as does our AACIS degree, \$125.00 will be applied to each class in the degree, totaling \$2500 total.

The discounts and scholarships does not have monetary value and CIAT can only apply the scholarships and discounts to students' accounts. Please contact a CIAT Admissions Representative for the latest information.

Repayment of Loans

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received student financial aid funds, the student is entitled to a refund of the moneys not paid to CIAT from the student's federal financial aid program funds held by CIAT.

Collection Policy

It is the normal policy of CIAT to collect all tuition and fees in advance. However, on occasion we may extend credit and set up payment plans for the convenience of our students. The following applies to any such payment plans agreed to between CIAT and the student, or the student's third-party responsible for payment to CIAT:

1. Payments are considered due and payable on their agreed upon due date.
2. Payments more than 5 calendar days late will be charged a late fee of \$5.00, or 5% of the amount of the payment, whichever is greater.
3. If payment is not received within 30 days of the agreed upon due date, the student may be suspended until all payments are current.
4. If payment is not received within 60 days of the agreed upon due date, the student will be terminated from their program

and may re-enter the program only upon approval of the President and payment of all tuition and fees in advance for the remainder of their program.

5. If payment is not received within 180 days of the agreed upon due date, the account may be turned over to a collection agency for collection.

For those students, who have taken out student loans (Federal, State or private), collection of that debt will be in accordance with the lender's policies.



FINANCIAL AID

Under the direction of the Controller, Financial Aid Administrators assess students' resources to determine the best method of meeting their financial obligations. Financial Aid Administrators are thoroughly knowledgeable of all funding sources available and are prepared to tailor plans to meet individual students' needs. The Associate of Applied Science in Computer Information Systems – Networking Concentration (AACIS-NC) is the only program that is eligible for Title IV Funding at this time. For more information regarding Financial Aid, please contact Financial Aid Department at financialaid@ciat.edu.

To apply for financial aid from the U.S. Department of Education, students must complete the Free Application for Federal Student Aid (FAFSA) <http://www.fafsa.ed.gov/>. The Federal School Code for CIAT is **042598**.

The Financial Aid Office is committed to providing assistance to qualified students who would otherwise be unable to pursue the attainment of their educational and professional goals. Most, but not all, financial aid is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). Some types of scholarship aid do not depend on student financial need. "Need" can be defined most simply as the difference between the total cost of attendance and those resources that the student and his or her family are expected to apply toward that cost of attendance.

The Financial Aid Office coordinates federal, state, institutional, and private financial assistance programs. The Financial Aid Office is responsible for ascertaining that all policies and procedures comply with institutional, state, and federal regulations. There are many restrictions on eligibility for most financial aid programs offered at CIAT. Students are

expected to be aware of their rights, responsibilities, and the restrictions of the aid programs in which they participate. Several publications that describe students' rights and responsibilities with regard to aid programs are available in the Financial Aid Office.

Financial aid funds awarded while attending CIAT are intended to supplement the resources students and their families already have available to them. All aid applications undergo a needs analysis calculation to determine the minimum amount of resources they will need to contribute to the total cost of the student's education. Students should not expect their total financial need to be met by resources available through student financial aid programs.

Students who intend to request financial assistance are expected to arrange an appointment with a financial aid officer as soon as registration has been completed. Financial aid officers are available on a walk-in or appointment basis to provide individual counseling to students who apply for financial aid.

Eligibility for Title IV Aid Programs

CIAT students must meet the following criteria to be eligible for federal or state financial assistance:

- Be a U.S. citizen or eligible non-citizen
- Be enrolled in a program that leads to a degree
- Not be in default on any loan under the Title IV programs
- Not owe a refund on any grant under the Title IV programs
- Demonstrate financial need as determined by the appropriate agency offering the financial assistance
- Make satisfactory progress toward an educational objective (See "Satisfactory Academic Progress.")
- Meet Selective Service requirements
- Have a high school diploma or recognized equivalent
- Be enrolled in one of CIAT's two degree programs – certificate programs are not eligible at this time.

Dependency Status

Students who apply for financial aid must determine whether they qualify as independent (self-supporting) students or as dependent students. Determination of a student's dependency status is made in the student status section on the Free Application for Federal Student Aid (FAFSA).

If ANY of the following circumstances apply to you, you are an independent student; you will not have to provide parental information. If NONE of the following circumstances apply to you, you will be asked to provide parental information.

- You are 24 years or older
- You are married
- You will be working on a master's degree
- You are serving on active duty in the U.S. Armed Forces

- You are a veteran of the U.S. Armed Forces
- You have children, and you provide more than half of their support
- After you turned age 13, both of your parents were deceased
- You have dependents (other than children or your spouse) who live with you, and you provide more than half of their support
- You were in foster care since turning age 13
- You were a dependent or ward of the court since turning age 13
- You are currently or you were in legal guardianship
- You are currently or were an emancipated minor
- You are homeless or you are at risk of being homeless

Students who claim to be independent may be asked to provide documentation to verify their dependency status prior to receiving financial aid. Students who want to be considered independent due to circumstances other than those listed should contact a financial aid officer prior to completing the FAFSA.

Participating Programs

Federal Programs

CIAT participates in the following financial programs:

- Federal Direct Loan Subsidized and Unsubsidized
- Federal Parent Loan for Undergraduate Students (FPLUS)
- Federal Pell Grant
- Federal Supplementary Educational Opportunity Grant (FSEOG)

Application Process for Federal Programs

This section applies to U.S. citizens and permanent residents only.

Most United States citizens and permanent resident graduate students may qualify for U.S. federal financial aid programs or for aid from the state of California. In order to qualify, students must complete the Free Application for Federal Student Aid (FAFSA), which provides an in-depth analysis of the financial condition of the student and his/her family. This analysis (done on a yearly basis) determines how much the student/family is expected to contribute toward the cost of education. This figure is called the "expected family contribution," or EFC. Parents' income and asset information is included in the EFC calculation for dependent students. To determine if you are independent from your parents for financial aid, you will need to answer the questions on the FAFSA application.

Students who received financial aid for the previous year should receive a renewal email from the Federal Department of Education or your Department of Education PIN number sometime in January. Students are encouraged to file their renewal FAFSA applications electronically at <http://www.fafsa.ed.gov>.

If you do not receive a Renewal email from the Federal Department of Education or if you did not apply for Financial Aid for the previous year, but wish to apply for coming award year, you should do the following:

- **Complete the Free Application for Federal Student Aid (FAFSA).** You may complete the FAFSA online at <http://www.fafsa.ed.gov>. Regardless of how an applicant completes the renewal FAFSA, the March 2 priority filing deadline applies for undergraduate and graduate students to be eligible for campus based aid. Applicants should make sure the Institution Code for CIAT (**042598**) is indicated on their FAFSA or Renewal Form.
- It is the student's and/or applicant's responsibility to obtain and file all the forms by the proper deadlines in order to be considered for aid at CIAT. Students selected for verification will have 30 days from the date of notification to turn in all necessary documents.

For entering students, notification of financial aid is given in the form of an estimate letter shortly after admission. Accepted students also receive information and forms concerning application for other available loan programs.

Determining Financial Need

Financial aid eligibility for need-based aid is determined using the following formula:

Cost of Attendance - Expected Family Contribution = Financial Need

Financial need is the difference between what a family is expected to contribute toward the cost of the education and the actual cost of the education. For example, if the cost of education is \$20,000 per year including both tuition and living expenses in the local area, and the family is expected to contribute \$5,000, then the student's need is \$15,000.

The aid students receive from all sources of aid (including non-need based aid) may not exceed their cost of attendance.

Many students may choose only to seek aid for the cost of tuition and fees, since their housing, food, and other basic household costs are supported with ongoing family income.

Cost of Attendance and Standard Student Expense

Cost of attendance includes the following items:

- Tuition
- Fees
- Books and Supplies
- Room and Board
- Transportation
- Other Educational Costs

Students can meet with a financial aid officer to discuss itemized totals for expenses.



Satisfactory Academic Progress (SAP) Policy for Students Receiving U.S. Federal Financial Aid

The academic requirements that students who receive U.S. federal assistance must meet to maintain their eligibility have changed due to new guidelines adopted by the Federal Department of Education effective July 1, 2011. Students must now meet new standards of Satisfactory Academic Progress (SAP).

These SAP standards may be different from, and at times, more stringent than, the satisfactory academic progress policies adopted by CIAT's academic programs. For CIAT's SAP policy see Satisfactory Academic Progress Policy. The federal guidelines require that CIAT's Financial Aid Office conduct reviews of student progress at the end of each term to determine if students are making satisfactory progress towards earning their degree and therefore remain eligible for federal financial aid.

Students need to make satisfactory academic progress in order to continue receiving federal student aid. In other words, students have to make good enough grades, and complete enough classes (credits, hours, etc.), to keep moving toward successfully completing the degree or certificate in a time period that's acceptable to CIAT.

Course Load & Financial Aid Programs

Full-time

Undergraduate students: 12 units of required coursework toward degree completion

3/4-time

Undergraduate students: 9 units of required coursework toward degree completion

Half-time

Undergraduate students: 6 units of required coursework toward degree completion

Federal Programs

To be eligible for the Federal Direct Loan Programs, a student must be enrolled at least half time in units related to the identified program of study.

Students enrolled less than half time are not eligible for the Federal Direct Loan programs.

Student Loan Fund Release Policy (Disbursement)

Annual Financial Aid awards will be divided by the number of terms for which the student is enrolled and disbursed by term as long as the student meets the eligibility requirements for the aid.

If all paperwork, Stafford entrance test, verification and loan funds are received, student loan funds may post to the student's school account within the first two weeks of the first day of the term. However, Department of Education rules allow fourteen (14) days from the first day of the term to return excess payments to students. Any questions regarding delay in financial aid refund after aid has dispersed to the student's statement should be directed to the Financial Aid Office.

Loan Repayment

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Descriptions of Aid Offered by CIAT**Federal Supplemental Educational Opportunity Grant (FSEOG)**

These federal funds are awarded to undergraduate students with exceptional financial need who are pursuing their first undergraduate degree. Priority is given to Federal Pell Grant recipients with zero (0) Expected Family Contribution (EFC) and on a first come first serve basis.

Federal William D Ford Direct Loan

The following information pertains to the Federal William D. Ford Direct Loan. Starting July 1, 2010, all student borrowers will be using Direct Loan as their lender which includes the following programs:

- Federal William D. Ford Subsidized Direct Loan (for Undergraduate students only)
- Federal William D. Ford Unsubsidized Direct Loan
- Federal William D. Ford Direct Loan Parent Loan for Undergraduate Students
- Federal William D. Ford Grad Plus for Graduate Student Direct Loan

Federal Subsidized Direct Loan and Federal Unsubsidized Direct Loan Programs

These are long-term, low-interest loans borrowed directly from Direct Loan as the lender.

There are two types of Direct Loans – subsidized and unsubsidized. Eligibility for subsidized Direct Loans is based on financial need (demonstrated via the FAFSA or Renewal Form) and they are only available to undergraduate students. Students who do not demonstrate (sufficient) need may borrow unsubsidized Direct Loans. Maximum loan eligibility is indicated on each student's financial aid award letter. When students are eligible for a subsidized Direct Loan, the government pays the interest that accrues on the loan while in school. Students receiving an unsubsidized Direct Loan are charged the interest on the loan while in school, in grace period and in deferment.

The interest rate for a Subsidized and Unsubsidized Stafford loan for undergraduate students is variable with an 8.25% cap.

Financial Aid Probation

A student on financial aid probation may receive financial aid despite the determination that he/she did not maintain satisfactory academic progress. However, if it is determined that the student will not make satisfactory academic progress by the end of the semester in which he/she is on probation, a written academic plan must be developed by the Student Services Department and signed by the student. The plan is designed to ensure that the student will be able to meet the standards of satisfactory academic progress by a specified point in time. As part of the academic plan, the Student Services Coordinator may require the student to repeat some or all of the courses in which the student previously received a grade of "D," "F," or "W" before attempting any other courses in the student's program of study.

In order for the student to qualify for further financial aid, he/she must meet the required Cumulative Grade Point Average (CGPA) and Incremental Completion rate (ICR) standards by the end of the semester in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be dismissed from the program of study.

Mitigating Circumstances

Mitigating circumstances may include poor health, death in the family or other significant occurrences outside the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's academic performance. The student is responsible for providing any requested written verification of mitigating circumstances.

CANCELLATION AND REFUNDS

Student's Right to Cancel

Any student may cancel his/her enrollment at any time.

Students have the right to cancel the enrollment agreement and receive a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. For refund calculations, after the 7 calendar day period, the amount of the course completed shall be:

Degree, Certificate and Professional Development students completing at no more than 60% of the required attendance shall receive a pro rata refund based on their percentage of required attendance completed. Students completing more than 60% of required attendance will not receive a refund.

Students can fill out a drop form which includes the following information with your request:

- Full name
- Address
- Phone number
- Date of request
- Signature
- Reason for Request

Refund requests can be submitted to CIAT via **mail, fax, or email**:

CIAT Attention: Student Services
 2820 Camino Del Rio South, Suite 100, San Diego, CA 92123
Fax: 858-505-9650
Email: info@ciat.edu

The following sample table shows the refund amount you would be entitled to after completing a period of instruction:

Program	Tuition	20%	33.3%	60%	75%
CCIS-NC	\$18,720.00	\$14,976.00	\$12,486.24	\$7,488.00	\$0.00
Single Class	\$2,340.00	\$1,872.00	\$1,560.78	\$936.00	\$0.00

All refunds will be processed within 45 calendar days of receiving your written request for withdrawal.

Example: If a course is 5 weeks and the tuition is \$2,340, divide \$2,340 by 5 to get the cost per week of \$468.00. If you attended 2 weeks, you would owe \$936.00 (2 x 468.00). Therefore, you would receive a refund of \$1,404.00.

Involuntary Withdrawal

Involuntary withdrawal is when the student is forced to drop from the course by the school. This can be due to the student's misconduct, failure to maintain Satisfactory Academic Progress, lack of attendance or cancellation of the course or program by the institution.

For those students forced to drop by the school for misconduct, failure to maintain SAP or lack of attendance, their refund will be calculated in the same manner as a voluntary withdrawal.

No-Starts

Students who fail to attend any classes or complete any assignments within 14 days of their first term date (class start date) shall be considered as a "no-start" and will be issued a full refund of any tuition payments made to CIAT.

Certification Exam Fees

Fees paid by the student for Certification Exams, when no exam voucher has been issued to the student, will be refunded

Refunds

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. Once the refund has been calculated according to the State of California, ACCET and Department of Education (If Federal Financial Aid was used) **the calculation most beneficial to the student will be used.**

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

The refund calculation will be calculated based on the following criteria.

- The Date of Determination (DOD) will be established based off the date of withdraw or termination request.
- If Federal Financial Aid is used then are Return to Title IV (R2T4) calculation will be calculated.
- Pro rata refund calculation is a calculation that is based off the total number of days completed in a payment period divided by the total number of days in the payment period and stated as a percentage. If the total number of days completed is greater than 60%, then the school has earned 100% of the payment period (no refund will be granted for the payment period the refund calculation is being processed for). Any leaves of absence (LOA) will be deducted from the payment period the student is currently in.
- If the pro rata refund calculation is less than 60%, then the percent that was earned will be stated in a dollar amount and the unearned amount will be refunded back to the appropriate funding source.
- In California refunds will be processed within 45 days of the DOD.
- The calculation most beneficial to the student will be used.

For the purpose of determining a refund under this section, the student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the desire to withdraw, or the as of the date of your withdrawal, whichever is later.
- CIAT can terminate enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the college.
- Failure to attend class for 14 consecutive days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the withdrawal shall be deemed the last date of recorded attendance and / or content access.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to appropriate agency or student.

Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid the student.

The refund will be calculated in both California BPPE and ACCET policies side and side. Once the refund has been calculated according to the State of California, ACCET and Department of Education, (If Federal Financial Aid was used) the calculation most beneficial to the student will be used.

ACCET Refund Policy

The student may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rated refund if he/she has completed 50 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

- During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed. (See example.)
- After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

Refund Computation Example

45 weeks of training; scheduled start on January 2nd; scheduled completion on November 11th. Student is financially obligated for the entire program, 45 weeks of training.

- Tuition is \$21060.00.
- Last date of attendance is May 19th.
- Number of weeks student attended 20 weeks = 44.4%
- Number of weeks financially obligated 45 weeks
- Pro rata portion completed based on 20 weeks = 44.4%

- 44.4% of \$21060 tuition = \$9350.64
- 10% of \$11709.36 (unearned) tuition = \$ 1170.94 (Max. \$1000)
- Owed to institution = \$10350.64
- Refunded to student by February 28th = \$10709.36

When calculating a refund, the percentage of tuition retained by the institution is based on the portion of tuition attributed to the portion of the program the student was attending when the student dropped, not the tuition charge for the entire program listed on the enrollment agreement.

Payment of Refunds

Payment of all refunds will be made to the payer of the initial funds, in the form of a check for payments made in cash or check to CIAT, and by refund to the credit card used, if the original payment was made by credit card. VA refunds will be paid in accordance with VA regulations.

Reimbursement to Veterans and VA Eligible Persons

For information or resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at **1-888-442-4551**.

Withdrawal and Return of Title IV Funds

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that a student was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.

The refund of Title IV Funds policy is separate and distinct from the CIAT refund policy. Federal formula for Return of Title IV funds may result in a larger refund than the state/accreditation refund policy. In that case, CIAT will return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the school. The school may also attempt to collect from the student any Title IV program funds that the school was required to return. Federal law requires schools to calculate how much federal financial aid a student has earned if that student completely withdraws or stops attending before completing the semester.

TYPE OF WITHDRAWALS:

A student's official withdrawal date is determined by using one of the following:

- Official withdrawal date on the student's Schedule of Change Drop form.
- The date the student submitted the notification to withdraw to the Registrar's office.
- The date the student was expelled/dismissed from the school.
- The date of the withdrawal determination shall be the date of return from the leave of absence or the date the student notifies the institution that the student will not be returning, whichever is earlier.

A student's unofficial withdrawal date is determined by using one of the following:

- The date the student died, if the student passed away during the course.
- The last date that the student attended class.
- The student must inform in a timely fashion, in person or by email if personal appearance is not possible.
- The student failed to attend classes for a 14 consecutive days and fail to inform the Academy that they are not withdrawing. The date of determination would be 14 days from the last date of attendance.

NOTE: When a student has a Direct Loan and fails to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.

Return of Title IV Funds (Earned versus Unearned Aid)

CIAT determines the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid programs. The calculation will be based upon only the amount of the Title IV Aid for which the student is eligible. CIAT performs refund calculations and will return the funds within 45 days of the calculation. The R2T4 calculation process and return of funds is completed by the Finance Department.

For example, if a student completes 30 percent of the payment period, they earn 30 percent of the aid they were originally scheduled to receive. This means that 70 percent of the scheduled awards remain "unearned" and must be returned to the federal government. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any federal funds.

Withdrawal Before 60%

CIAT performs an R2T4 calculation to determine the amount of earned aid up through the 60% point in each payment period. CIAT will use the Department of Education's prorata schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the

60% point in the payment period, a student has earned 100% of the Title IV funds he/she was scheduled to receive during the period.

Withdrawal After 60%

For a student who withdraws after the 60% point of his/her program, there are no unearned funds. However, CIAT will still determine whether the student is eligible for a post-withdrawal disbursement.

Calculating Earned Financial Aid

The amount of earned financial aid will be calculated on a daily basis from the first day of classes. The process uses calendar rather than business days. Earned aid will be determined by taking the number of days attended before enrollment ended divided by the total number of days in the term (first day of instruction until the last day of term, excluding winter break). CIAT will notify the student via written notice if he/she is owed a repayment. The student has 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student within the permitted time frame or the student declines the funds, CIAT will return any earned funds that the school is holding to the Title IV programs. Post-withdrawal disbursement will occur within 120 days of the date the student withdrew. This policy applies to students who withdraw (officially, unofficially) or are dismissed from enrollment at CIAT.

THE SCHOOL'S RESPONSIBILITY IN REGARDS TO THE RETURN TO TITLE IV FUNDS ARE AS FOLLOWS:

- To provide students with the information contained in the R2T4 Policy.
- Identifying students who have withdrawn and will be affected by the R2T4 Policy.
- Return all unearned Title IV Funds in compliance with The Department of Education requirements.

THE STUDENT'S RESPONSIBILITIES IN REGARDS TO THE RETURN TO TITLE IV FUNDS ARE AS FOLLOWS:

- Return unearned Title IV Funds that were disbursed to the student where the student was deemed ineligible, based on the R2T4 calculation.
- When possible, the student should notify the school in writing of official withdrawal.
- If the student cancels their decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- All requests to withdraw or cancel a request to withdraw must be delivered to the school's financial aid office.

Student borrowers of the Direct Stafford Loans are required to attend or complete online an Exit Interview before leaving school.

ACADEMIC SCHEDULE**Flexible Start Times**

CIAT's classroom, guided self-study and online programs offer flexible start opportunities. Classes begin every five weeks. Please see the Academic Calendar in this catalog for actual start dates during the time period covered by this catalog.

Upon enrollment, an Admissions Advisor will work with you to create a schedule that honors your work and family commitments while still achieving your educational objectives in the shortest practical timeframe. If your circumstances change for any reason, your schedule can be revised to meet your needs. Please contact us for more information.

**Course Duration – Full Time or Part Time**

Full Time students are expected to complete each course within a five week period (Term). Students will spend 4.5 hours at least two days per week in the classroom attending lectures and getting hands-on instruction. Online students can expect to spend the same time in face-to-face interaction with your online instructor. Additional time will be spent each week on homework, projects, labs and other types of lectures. Full time attendance is CIAT's most popular option, especially for those seeking a new career in the Information Technology field.

For those students who are working, have family commitments, or simply want to learn at a slower pace, Part Time attendance is an option. Part Time Students are given 10 weeks to complete each course in their Program. Part time is available to WIOA/EDD students only with approval from your WIOA/EDD Advisor. For VA purposes, Part time is considered as half-time attendance and will result in a reduction in the housing allowance you may receive if otherwise eligible.

As always at CIAT, you may proceed at your own pace and it is possible to complete a course in as little as two weeks. With flexible start times, if circumstances do not allow you to complete a course within the 5 or 10 weeks according to the schedule you agree to, we will work with you to reschedule your follow on classes. You may switch from Full Time to Part Time or vice-versa up to a maximum of three times during your enrollment at CIAT.

Bootcamp classes are fast paced intensive courses for those with extensive prior experience and who need a fast track to Certification

and/or Licensing for Professional Development. They normally run for 8 hours a day, 5 days per week, Monday through Friday. Students may enroll for no more than four consecutive Boot Camps as a Professional Development student. Professional Development students, may also opt to take the standard 5 week or part-time, 10 week, course in lieu of the one-week boot camp, but, again they may not take more than four consecutive courses in any manner as a Professional Development student. Professional Development students completing all the required courses, with successful certification, to qualify for a Program Certificate from CIAT, may petition the Registrar for issuance of that Certificate. Upon approval by the Registrar and the President, the student will receive the appropriate Certificate of Program Completion.

Class Location

Classes are currently held at our main campus at 2820 Camino Del Rio South, Suite 100, San Diego, CA 92108, and our second campus at 401 Mile of Cars Way, Suite 100, National City, CA 91950, and online. You will be advised of the classroom being used when you register for your courses.

Onsite classes at your location may be arranged for Professional Development courses. Minimum class sizes may be imposed to cover the expense of providing onsite classes. Please contact an Admissions Representative for further information.

Classroom Facilities and Equipment

Each student is provided a laptop computer for classroom use and access to lab equipment. There is a media center with access to the Internet, a printer, over 9000 online books, hardcopy reference books, office supplies and a telephone/fax. The campus has plenty of parking and is located close to public transportation.

Class Size

The maximum class size for any class or lab at CIAT is 30 students, although most classes are smaller.

Interactive Distance Learning (IDL)

Online learning is different from classroom-delivered instruction and there are advantages and disadvantages to each. The advantages of IDL are rapidly gaining as technology enables students learning at a distance to feel more connected than ever before.

Students must be self-motivated, have an up-to-date computer, a high-speed Internet connection, and a distraction-free place to study.

Faculty and student interaction will be available by online videoconference, LMS discussion boards, email, phone, and chat.

CIAT classes use a combination of all or some of the following to provide quality distance learning:

1. Online Video Lessons
2. Online Quizzes/Exams
3. Certification preparation software
4. Live instructor available for conferences and personal sessions
5. Online Labs

In our distance learning classes, all interaction with our instructors is via electronic means, primarily the internet, but your instructor will also exchange communications with you via email, texting and telephone. All emails, texts and voice messages will be answered no later than the next business day. Since all quizzes, tests, projects and labs are completed online, you will know your results immediately upon completion. Final course grades are posted within one week of the course completion and may be viewed on the school's Student Portal database. Students may check their progress at any time using the Student Portal. For those classes where written projects are required, such as essays for the General Education English courses, they are also submitted electronically and will be graded and returned electronically within 5 business days of submission.

For additional information to see if IDL programs are right for you, contact an Admissions Advisor at 1-877-559-3621 or info@ciat.edu.

Minimum System Requirements

Software:

Some programs require software. When software is required, it shall be included in the cost of the program. For downloading software for use in the labs, students should have broadband Internet with at least 5 MB per second and sufficient hard drive space for saving files.

Hardware:

CIAT online programs require the following:

1. Network Interface Card
2. Minimum of 4 Gigabytes of memory, 8 Gigabytes preferred
3. Graphics Adapter Card
4. Sound card
5. Microphone
6. Camera
7. IDE, SCSI or SATA Hard Drive with minimum of 250 MB of useable space (not including host programs).

Note: Guest systems (systems running under Virtual Box) may require extra memory when more than two guest systems are running concurrently.

Proctored Exams

Non-Resident (online) students enrolled in the Associate Degree or one of our Certificate programs will be required to take Proctored exams. Students must present identification (ID) prior to each proctored exam. Identification will include a government issued picture ID, such as a valid driver's license, Identification Card or Passport plus one signature ID such as a credit/debit card. Students may arrange to have their exam proctored at CIAT or at another accredited college or university, a public library, military base education office, Pearson-VUE test center, etc. Please contact the Student Services Manager for assistance in arranging for a proctor when needed.



Study Suggestions

The first thing you should do is schedule some time, about 2 to 3 hours every day, to dedicate yourself to online study and reading assignments. You have from six months to three years to complete your program, depending on the program you have chosen. But, with a little time management, you can complete the program in a much shorter period of time. It's up to you! How soon you want to graduate depends on how much time you're willing to invest.

Other areas for study can be found in the course syllabus, provided to you by your instructor. The syllabus contains the suggested textbook and course outline.

GRADING AND ACADEMIC PROGRESS

Grading and Evaluation Criteria

An average of each course grade is calculated to determine your GPA for a program. Please refer to your course syllabus for information regarding the grading criteria for each course.

Audit (AU) – Audit students will receive a designation of “AU” on their permanent record which will not carry any academic credit because there is no measurement of the student's performance.

Incomplete (I) – A grade of “I” may only be issued when a student has attended and completed at least 75% of the course sessions and is unable to complete the requirements due to uncontrollable and unforeseen circumstances. If student doesn't complete the class, an Incomplete will become a permanent F.

Withdrawal (W) – Approved withdrawal from a course during the second through the fourth weeks of the term is recorded as a “W” grade and the date of the withdrawal is noted. The withdrawal is a permanent mark with no grade points assigned. A student may receive a maximum of one “W” per course.

Percentage %	Letter Grade	GPA
94-100	A	4.0
90-93.9	A-	3.7
88-89.9	B+	3.3
84-87.9	B	3.0
80-83.9	B-	2.7
78-79.9	C+	2.3
74-77.9	C	2.0
70-73.9	C-	1.7
68-69.9	D+	1.3
64-67.9	D	1.0
60-63.9	D-	0.7
Below 60	F	0
Audit	AU	No Credit
Authorized Incomplete	I	No Credit
Withdrawal	W	No Credit

Clock Hours vs. Semester Hours

CIAT uses Semester Hours to measure its degree programs and associated courses. This is in keeping with standard practice of most degree granting institutions. Each Semester Hour is equal to 15 lecture hours or 30 lab hours of class time. Most of the courses in our Degree program are 4 semester hours (3 semester hours of lecture and 1 semester hour of lab) and thus represent approximately 75 hours of class time. Conversely our courses when offered as part of a Certificate program are set at 75 clock hours. Clock hours are more commonly used when talking about Certificate programs, especially vocational programs. The courses are essentially the same, but utilizing the two different credit accounting methods allows us to more easily compare our courses to other institution's courses when evaluating transfer credits. Most institutions of higher learning expect that their students will spend approximately two hours for each hour of instruction outside the classroom on homework and self-study.

For the purpose of Title IV Federal Financial Aid, CIAT measures our programs in Semester Hours as follows:

Semester Credit hours definition of credit hour: Measures credit hour in terms of the amount of time in which a student is engaged in academic activity (course ware, labs, hands on, lecture, and homework) are 37.5 clock hours:1; that is a minimum of 37.5 hours to award 1 semester credit (divide program hours including homework by 37.5). **34CFR Section 668.8 (1) (2).**

Satisfactory Academic Progress Policy

Time to Complete

California Institute of Arts and Technology's Associate of Applied Science in Computer Information Systems – Networking Concentration is 73 semester hours which the student should complete within 95 academic weeks. The Associates of Applied Science in Software Development is 63 Semester hours which the student should complete within 85 academic weeks. Our Certificate in Computer Information Systems – Networking Concentration (CCIS-NC) program is 600 clock hours that the student should complete within 40 academic weeks (80 academic weeks for part-time students). The actual calendar weeks will be more, depending on the number of break weeks (Thanksgiving and Christmas/New Year) that occur during the students Program. Other sub-sets of our basic Certificate Program are offered with varying amounts of clock hours for the student

to complete, again within a maximum of five weeks for each full time course taken (10 weeks for each part-time course). And a maximum 5 days are allowed for grading of assignments in a distance education course.

Measuring Satisfactory Academic Progress

A schedule for the student is established at the beginning of any program, and it is against that agreed upon schedule that the student's Satisfactory Academic Progress is evaluated. Satisfactory progress is evaluated on a semester basis throughout the program.

1. The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 80% or 9.6 credit hours of the scheduled class hours on a cumulative basis during each evaluation period.
2. The student's academic grade point average is reviewed to determine qualitative progress. The minimum required GPA is 2.0 on a 4.0 scale when letter grades are assigned at the conclusion of each evaluation period.

Incomplete grades are not given, and students must repeat any classes in which they earn less than a 60% (below D-) average. And students may repeat any classes in which they earned less than 70% (below C-) average. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's satisfactory academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Warning and Academic/ Attendance Probation

There are three terms in an evaluation period (semester). If a student fails to meet the 80% attendance or minimum C- in a term, he or she will be placed on Warning for the next term. Warnings do not impact on student's academic status or records. Warnings are simply utilized to alert students to meet CIAT's academic and attendance standards.

If the student fails to meet SAP (80% attendance, 9.6 credit hours or 2.0 grade point average) on the evaluation period, the student will be placed on Academic Probation for the next evaluation period. Failure to achieve an 80% attendance for the period, or a 2.0 grade point average, or both, at the end of the Academic Probation periods may result in the student being administratively dropped from the program or suspended for a minimum of 30 days as determined by the President.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from Student Services, as appropriate, when they are placed on warning and/or probation. Students placed on warning may exercise their right to request a schedule change, as long as they do not exceed the maximum of three changes allowed and do not extend beyond their maximum allowed time to complete the course. The institution will notify a student by certified mail if he or she is being dropped or suspended for unsatisfactory academic progress.

Appeal Process

The student may submit a written appeal of his/her drop or suspension within five calendar days of their receipt of the notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be completed with the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. The School President will assess all appeals, and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the School President is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School President's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. The Degree program, two years (24 months) in length, must be completed within three calendar years (36 months) of the students First Term Date. The Certificate programs, 40 weeks (80 weeks part-time) in length, must be completed within 60 weeks (120 weeks part-time) of the students First Term Date. This maximum time permitted includes any time spent on an authorized Leave of Absence, but does not include scheduled school break periods.

Failure to Complete a Program

A failure to complete a program is defined as a student who does not satisfactorily complete their program within the maximum time frame, as delineated in the above paragraph, allowed for the program. Students who fail to complete a program will be dropped and may reapply to complete their program. Upon approval by the Academic Review Board, they will be readmitted and will be required to pay an amount equal to the tuition for the remaining/additional courses they desire to take, or the full amount of any refund received upon their being dropped, whichever is greater.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute.

The maximum time frame is reduced for transfer or readmitted students, based upon the remaining length of the program in which they enroll. If

the student transfers in 90 hours towards a 450 hour program and therefore must complete 360 hours at the Institute, then (360/450 hours = 80%), the maximum time frame is 48 weeks (60 weeks x 80%, rounded up) x 150% or 72 weeks.

Scheduling

Students are expected to make satisfactory academic progress (SAP). Satisfactory Academic Progress is defined as satisfactorily completing courses and programs within the agreed upon schedule. Prior to starting a program, you will meet with the Registrar and create a schedule according to your needs that can be completed within the maximum timeframe defined in the program section of the catalog. We recognize that there are circumstances that arise which may cause you to need more time to complete your program. If that happens, you can request to have your schedule revised up to three times. Schedule revisions may not result in a schedule that exceeds the maximum allowed timeframe for the program. If after your third schedule revision you are still unable to make SAP, you may be dropped from your program or request that CIAT management make an exception to the SAP policy.

To request a schedule revision, or an exception to the SAP policy, you must contact Student Services, studentservices@ciat.edu.

Students must maintain a minimum of 2.0 GPA overall in the program to be considered for graduation. Instructors will monitor student online and/or classroom activity to ensure optimum scores are obtained and provide direction for improvement. Courses may be extended at the discretion of the Instructor and President.

Course Repeat Policy

Students may repeat a CIAT course for the following reasons:

1. Withdrawal from or Failure of a course
2. Receipt of a D+ or below, if the grade results in an unsatisfactory GPA for graduation from the program.
3. Audit, Refresher or "Personal Enrichment" training after completion of a Program. No credit will be given for the course.
4. Professional Development Bootcamp courses may be repeated as desired with no limitations other than full tuition and all fees must be paid for each enrollment

The following rules apply to repeating of courses:

1. A maximum of three of the same courses may be repeated during the progress of a program.
2. Each repeat will count as one of the three extensions allowed by CIAT's extension policy.
3. The same policies apply to the repeat course as to the initial course.
4. A maximum of three attempts (enrollments) is allowed for each course.
5. Withdrawals (W) count as an enrollment.
6. If the student does not pass the course after their third attempt at the course, the student will receive a failing grade. If this failure results in the student being unable to successfully complete their program of education, the student will be administratively dropped from the program and if possible transferred to another program that does not require passing this course.

7. A tuition fee will apply to each repeated course.

Extension Policy

A student may find the need to request an extension if unable to complete a course within the course schedule. Extensions will be given only for justifiable reasons and are limited to a maximum of six months in length for degree students and four months in length for certificate students. To request an extension, students must turn in an Extension Request Form to the Registrar for consideration. Students who fail to complete two consecutive courses on time in accordance with their agreed upon schedule will be directed by the Student Services Manager to contact the Registrar for a possible extension and schedule change. They will not be allowed to start any new courses, until they have agreed to a schedule with the Registrar. A maximum of three extensions and reschedules will be granted. Students requesting and being granted a second extension will be placed on Academic Probation until they successfully complete a course on schedule. Students on Academic Probation may only be granted an extension upon approval of the Academic Review Board. Under no circumstances will an extension be granted that extends the students program length beyond 150% of the allowed length for the program.

Failure to Complete a Program

A failure to complete a program is defined as a student who does not satisfactorily complete their program within 150% of the allowed length for the program. Students who fail to complete a program will be dropped and may reapply to complete their program after six months. Upon approval by the Academic Review Board, they will be readmitted and will be required to pay an amount equal to the tuition for the remaining/additional courses they desire to take, or the full amount of any refund received upon their being dropped, whichever is greater.

Certification Testing

Testing Available

Many CIAT programs teach the skills employers require on-the-job. To validate these skills, you are encouraged to take any associated industry certificate exams. The taking and passing of industry certification exams is not required for completion of your Program but is highly recommended to improve your success at finding employment in the IT industry. CIAT is an approved Pearson-VUE test center. Testing is offered at our San Diego campus and onsite for groups. Certification testing is at an additional cost. For a schedule of fees, visit PearsonVue.com.

For Exam policy, please refer to Certification Exams, page 16.

Graduation / Completion Requirements & Certificates

Associate and Certificate Program Students

After completion of all required classes, the overall required GPA must meet minimum 2.0 on a 4.0 scale when letter grades are assigned in order to graduate from the program. When you have completed all the requirements for completion of your degree or certificate program (see the Degree and Certificate Program sections of this catalog for graduation/completion requirements for your program) you will receive your Degree or Diploma upon verification of your completion by the Registrar. This will normally take one to five weeks maximum. You will receive your certificate via email as a printable PDF document. This will

normally take five weeks maximum. Your diploma/certificate will be ready for pick-up or delivery by mail within 90 days of verification. Please allow additional time if you request your documents to be mailed. We will provide only one copy as a printed document, but, you may request an additional email copy at any time. Please allow one week for us to respond to email requests for additional email copies.

Graduation with President's Honor Roll

Please refer to "Types of Awards", page 33.

Dual Certificate/Degree

Students pursuing a Certificate or Degree and completing the requirements for a lesser included Certificate (such as a CCIS or AACIS student completing the first five courses, which completes the Certificate as a Computer Tech Program) may petition the school for issuance of the lesser Certificate. A nominal fee of \$50.00 will be charged to cover the cost of issuing the Certificate.



Transcripts

CIAT provides transcripts for our students upon submitting a request to transcripts@ciat.edu. You may print an unofficial transcript at any time by logging into the student portal. Official Transcripts may also be requested at any time and will be printed and signed on Friday but may not be mailed until Monday. Official Transcripts cannot be emailed, they must be submitted to the receiver in a sealed envelope. We must have specific authorization in writing from you to send a transcript, official or unofficial, to a third party, such as a potential employer, current employer or another school. Contact the Registrar's Office for further information on transcripts.

Changes to Programs and Courses

The world of Information Technology is rapidly and constantly changing. In order to ensure that CIAT students are receiving the best possible education to make them eminently employable in the IT workforce, CIAT reserves the right to change without notice the content of our courses and the courses that are included in our programs. Rest assured that you will always receive training that is in your best interest for pursuing your career in Information Technology.

SCHOOL POLICIES**Attendance Policy**

Class attendance is an essential part of the educational process at California Institute of Arts and Technology, and students are expected to attend all classes for which they are registered in order to facilitate their academic success. All instructors will take attendance at the beginning of the class. In general, academic performance is impacted by the number of classes you attend or don't attend.

All classes consist of online work and assessments completed by all students and classroom sessions for those that are available to attend. Classroom assignments will be completed during these sessions that provide hands-on experience for the student. Students with approved excused absences on one or more of these sessions may be given an option to complete make-up assignments for each class missed at the discretion of the instructor. The general rule is when the student fails to meet the 80% attendance requirement, the student may be dropped from the course and put on academic probation. Students participating as full online students will be required to progress through weekly assignments to receive attendance credits.

Attendance Rules

1. **Absence** – Two absences per class are permissible and this includes both excused and unexcused; absences are highly discouraged. Three absences automatically constitute an Academic Warning.
2. **Tardiness** – Students will be considered tardy anytime they miss class time, due to arriving late, leaving early, or non-participation. Any absence from the classroom outside of scheduled breaks (bathroom trips, cell phone calls, etc.) will be marked as tardy, as will time spent not participating in class. Students who are tardy by thirty minutes or more in a 4.5 hour class will be marked absent from that class session. Students who are tardy by one hour or more in a 9 hour class will be marked absent from that session. Three tardies equal one unexcused absence.
3. **Interruption for Unsatisfactory Attendance** – Students must maintain a cumulative attendance rate of 80% measured at the end of each term. A student with less than 80% attendance will be placed on probation for the next semester. Failure to raise the cumulative attendance rate to 80% at the end of the probation period will possibly lead to administrative drop.
4. **Cutting Classes** – Cutting of classes (leaving early) without legitimate reason shall be considered as an unexcused absence.
5. **Make-Up Work** - Make-up work may be required for an absence. However, hours of makeup work cannot be accepted as hours of class attendance.
6. **Leave of Absence** - Under certain conditions a Leave of

Absence (LOA) may be granted, but limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Such conditions may include military deployment, medical leave, and employment orders. Please review Leave of Absence policy in page 33.

7. **Finger Scanner** – Students must scan-in upon arrival and scan out upon departure to receive full credit for attendance. Students leaving for breaks of more than 15 minutes must scan out when leaving and scan in again when returning from their breaks. Students do not need to record bathroom breaks or scheduled breaks while attending lectures and labs. Failure to follow these procedures is considered to be “falsifying records” and will subject the student to discipline and possible repayment of BAH to the VA.

Minimum Standards of Attendance

This policy requires 80% cumulative attendance in the classroom and online for graduation.

When evaluating whether you attend a course, whether live or online, the following constitutes attendance/academic engagement:

1. Attendance at an academically-relevant event (includes physically attending class).
2. Submitting an assignment in Canvas by the deadline. (Online students only)
3. Completing a tutorial or computer-based instructional module (along with a way to verify that each student completed the tutorial or instructional module).
4. Simply logging into an online course, without engaging in one or more of the activities, does not qualify as academic engagement.

Tracking Attendance

Attendance is reported on a daily basis by the instructor. CIAT has a Student Portal where you can log in and check attendance and other items. It will be your responsibility to monitor your attendance to ensure you are meeting the 80% standard. When available, you may be able to make up a missed session. See your Instructor or Student Services to request this.

If you do not agree with any of the attendance data you must submit a written appeal to the Student Services Manager as soon as possible, but no later than 30 days after the date where the attendance was recorded incorrectly.

VA students who are in Certificate programs must be present in the classroom for 9-18 hours per week depending on the program approval.

Tardiness and Early Departure

As an institution, California Institute of Arts and Technology expects students to be in class on time for every scheduled classroom session.

SCHOOL POLICIES

When you arrive late for class you not only miss the material that has been presented, but you disrupt the instructor and your fellow students. If you arrive thirty or more minutes late for class, the instructor will record a tardy. If you leave thirty or more minutes before the instructor dismisses class, the instructor will record an early departure. Three times of tardy or an early departure will equal to one absence. If your cumulative tardy and or early departure time exceeds more thirty minutes of the scheduled class time, then you will be marked absent and not receive credit for attendance for that day. Please refer to Tardiness Policy, page. 31.

Attendance Probation

Please refer to Satisfactory Academic Progress (SAP) policy on page 29.



Leave of Absence

CIAT understands that life events may require a student to modify class enrollment and schedules. Under limited conditions a Leave of Absence (LOA) may be granted for up to 50% of their program length, but no more than 180 days in any 12 month period, whichever is least. A student on an approved LOA will be considered enrolled at CIAT. It is important for students to understand that Federal Student Assistance (FSA) may be negatively impacted if they fail to apply for a LOA or if the application is denied.

Students who would like to request a LOA must submit a LOA request form on our website along with formal documentation to studentservices@ciat.edu that justifies the request such as:

- Medical Documentation,
- Certified Military Orders, or
- Job Orders

Military Reservists and National Guard Members who are called to active duty for less than 50% of the program length will be granted a LOA equal to their period of active duty. If the period of active duty exceeds the 50% of the program length maximum, then the student will be dropped without prejudice and will automatically be accepted for readmission upon return from active duty.

Students who request a LOA without supporting documentation will be granted on a case by case basis. If there is no extenuating circumstance, CIAT may approve the student LOA one term at a time. If there is a need

to extend the LOA beyond the original time approved, students must request for an extension by submitting a new LOA form, and the extension is subject to approval by Student Services. Qualified LOAs that may be granted on a term by term basis are as follows:

- Personal
- Programmatic/ Schedule conflict

Students will be administratively dropped from the program for failure to return by the return date and/or exceeding the maximum allowable length of time. Once dropped, students will be required to file an application for readmission to the program and to verify that he/she will be able to complete the program without interruption to be accepted for readmission.

Leave of Absence (LOA) inquiries can be submitted by visiting www.ciat.edu under Student Services -> Student Forms (<https://www.ciat.edu/student-forms/>).

Dismissal or Probation

Standards of Conduct

The following conduct shall constitute good cause for discipline, including but not limited to removal from class, written warning, probation, suspension or termination of enrollment:

1. Cheating, plagiarism or false representation of another's work as one's own
2. forgery, alteration or counterfeiting of documents
3. Use of false identification
4. Falsifying information/records
5. Unauthorized use or misuse of CIAT equipment
6. Unauthorized access, use or alteration of computer hardware, software or data
7. Obstruction or disruption of the educational process.
8. Disturbance of the peace on CIAT premises or within the building complex that CIAT shares, including the parking lots and adjacent lawn areas
9. Assault, battery, or any threat of force or violence, physical or verbal, upon a CIAT student, staff member or visitor
10. Theft of, or damage to, or threat of damage to, property of CIAT or a CIAT student, staff member or visitor
11. Unauthorized entry in to CIAT premises
12. Unlawful use, possession, sale or distribution of a controlled substance on CIAT property including attendance at CIAT or a CIAT function while under the influence of a controlled substance.
13. Unlawful use, possession, sale or distribution of alcoholic beverages on CIAT property including attendance at CIAT or a CIAT function while under the influence of alcohol.
14. Disorderly conduct on CIAT premises, including, but not limited to, inappropriate, disrespectful, insulting, and/or obscene language, lewd, indecent, or obscene conduct
15. Possession of any type of object that can reasonably be assumed to be a weapon or explosive device on CIAT premises
16. Violation of any CIAT policies listed in this catalog

Additionally, the following occurrences shall also be grounds for discipline, up to and including, termination of enrollment:

1. Non-payment of tuition
2. Expired enrollment period (if applicable)
3. Failure to complete a program
4. Lack of attendance
5. Missed Assignments

Consequences for Violations

Whenever it has been determined that good cause exists for student discipline, CIAT shall notify the student in writing. The student must attend a disciplinary hearing to ensure due process rights. This hearing shall be conducted by the Registrar who shall have the right to dismiss the charge(s) of misconduct or recommend appropriate disciplinary action. The President shall review the recommended disciplinary action and then either affirm, modify or dismiss the disciplinary action.

Disciplinary Actions

Disciplinary Actions may include:

1. Verbal warning
2. Written warning
3. Written reprimand
4. Removal by the instructor – Suspension from the class for good cause, for the remainder of the day’s class and at the instructor’s choice the next class meeting also. The instructor’s decision is final and may not be appealed
5. Probation for a specified period of time
6. Suspension for a specified period of time
7. Termination of enrollment (expulsion) at CIAT, with or without the possibility of readmission.
8. Criminal prosecution – CIAT will refer to the local authorities for prosecution any criminal activity that occurs on CIAT premises. This is in addition to any other disciplinary action taken.

Make Up Hours

Make-up hours must be prearranged with the instructor, and must be completed outside of normally scheduled class hours.

Consecutive Absences

A student who is absent for fourteen consecutive calendar days without an approved leave of absence will be dismissed from school.

Types of Awards

Honor Roll

Students who achieve scholastic distinction in a standard quarterly in a year, as evidenced by a grade point average of 3.80 or higher in at least 12 semester credit hours in a semester, with no grades of “D+”, “D”, “D-”, “F”, “W”, “I” or “NC”. And who has passed a minimum one industry certification exam in a given evaluation period.

President’s List

Students who achieve scholastic distinction in a standard quarterly in a year, as evidenced by a grade point average of 4.00 in at least 12 semester

credit hours in a semester, with no grades of “D+”, “D”, “D-”, “F”, “W”, “I” or “NC”. And who has passed a minimum two industry certification exams in a given evaluation period.

Graduation with President’s Honor Roll

At graduation, AAS degree candidates with a 3.80 cumulative Grade Point Average (GPA) will receive special recognition as graduating with honors. No degree candidate shall be eligible for graduation with President’s Honor Roll if, at the time of graduation, disciplinary action has been taken against the student by CIAT.

COMPLAINTS AND GRIEVANCES

CIAT Grievance Policy

CIAT maintains an open-door policy. If a student has a concern of any kind it should first be discussed with the Instructor. If the student is not satisfied with the result of that conversation the concern should be presented to the appropriate Director or Manager. If the concern is still not resolved the student is encouraged to request a meeting with the CIAT President.

If you have a complaint, we want to hear about it. Please address all concerns or complaints in writing to:

California Institute of Arts & Technology
ATTN: Student Services
 2820 Camino Del Rio South, Suite 100, San Diego, CA 92108
 Phone: 1-877-559-3621
 FAX: 1-858-505-9650
 Email: info@ciat.edu

Include:

1. Full name
2. Address
3. Phone number
4. Date of request
5. Signature
6. Reason for complaint or grievance

ACCET Grievance Policy

CIAT is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution’s internal complaint procedure, which is required of ACCET accredited institutions. And frequently requires the submission of a written complaint. Refer to the institution’s written complaint procedure which is published in the catalog. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore are within the scope of the accrediting agency.

In the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution’s formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will

- be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a. Name and location of the ACCET institution;
 - b. A detailed description of the alleged problem(s);
 - c. The approximate date(s) that the problem(s) occurred;
 - d. The name, and title/position of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e. What was previously done to resolve the complaint along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f. The name, email address, telephone number and mailing address of the complainant. If the complaint specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
 - g. The status of the complainant with the institution (e.g. current student, former student etc.)
 3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).
 4. SEND TO: ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
 1722 N Street, NW Washington, DC 20036
 Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306
 Email: complaints@accet.org
 Website: www.accet.org

Note: Complaints will receive an acknowledgement of receipt within 15 days.

California BPPE Grievance Policy

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Post-Secondary Education at 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833, ww.bppe.ca.gov, toll-free telephone number 888-370-7589 or by fax 916-263-1897.**

A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov**

Anti-Discrimination Policy

CIAT offers equal opportunity to students, employees and vendors. We will not discriminate on the basis of sex, race, ethnic origin, or religion.

Intellectual Property Rights Policy

CIAT is committed to providing an environment that supports the learning, teaching, scholarship, and creative activity of its faculty, students and staff. Within this context, the Intellectual Property Rights Policy is intended to:

1. Encourage excellence and innovation in teaching, scholarship and creative activities by identifying and protecting the intellectual property rights of faculty, staff, students and CIAT
2. Encourage the notion that creative and scholarly works produced at CIAT should advance the state of knowledge and contribute to the public good
3. Acknowledge and preserve the traditional property rights of scholars with respect to products of their intellectual endeavors (e.g., books, articles, manuscripts and writings)
4. Guide policy and process for commercial uses of intellectual property other than the traditional products of scholarly work

This policy covers all types of intellectual property, including works protected by copyright, patent and trade secret laws. Students and individuals who do not comply with copyright, patent and trade secret laws are subject to the full extent of the law including fines, punishment and imprisonment.

Should you have any questions, please contact your Admissions Representative or email us at: info@ciat.edu.

Computer Network and Internet Acceptable Use Policy for Students

This policy shall constitute the California Institute of Arts and Technology (CIAT) Computer Network and Internet Acceptable Use Policy for students ("Policy"), and applies to all students who use or access the Network. A copy of this Policy shall be provided to students. Any use of your account that violates these policies may result in your access being withdrawn and/or additional disciplinary action. Violations of these policies are considered violations of the Student Academic Honesty and Integrity policy and may result in disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement. CIAT reserves the right to seek reimbursement of expenses or damages arising from student violations of these policies.

1. Reporting Misuse of the Network: In addition to following the terms of this Policy, you should report any misuse of the Network to an instructor or to an administrator at CIAT. Misuse means any violation of this policy, such as commercial use of these resources, criminal activity, inappropriate content of e-mail sent to you by someone, or any other use that is not included in this policy but has the intent or effect of harming another or another's property.
2. Term of the Permitted Use: Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by CIAT at any time for any reason. CIAT may also limit access depending on student and staff schedules, equipment availability, or other constraints.
3. Uses or activities that are unrelated to legitimate CIAT purposes: Users may not, during the school day, access the Internet for purposes of personal shopping, buying or selling items, connecting with a personal web site or weblog that is not part

of a class project, receiving or posting messages to web sites or blogs not part of a class project, participating in any type of gaming activity, engaging in social or hobby activities during class time, engaging in or supporting any kind of business or other profit-making activity, or for general recreational web browsing unless it is during non-class time. (Examples: Amazon, eBay, Expedia, Facebook, Drudge Report, dating services, chat rooms, poker web sites, CNN, ESPN, Halo.)

4. Netiquette: All users must abide by the rules of Network etiquette. Among the uses and activities that violate Network etiquette and constitute a violation of this Policy are the following:

- a. Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening.
- b. Using the Network to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
- c. Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender.
- d. Creating technical difficulties for others, such as sending e-mail attachments that are too large to be accommodated by the recipient's system.
- e. Attempting to reach Internet sites blocked by the software on school computers or to "hack" into other accounts or restricted information.
- f. Using the Network in a manner inconsistent with the expectations of CIAT conduct of students. When using the Network, students should remember that they are representing themselves and their school to others.
- g. Students are expected to act in a responsible, ethical and legal manner in accordance with CIAT policy, accepted rules of network etiquette, and federal and state laws.

5. Unacceptable uses: Among the uses and activities that are known to be unacceptable and constitute a violation of this Policy are the following:

- a. Uses or activities that violate the law or CIAT policy or that encourage others to violate the law or CIAT policy. Among such uses or activities are the following:
- b. Offering for sale or use or soliciting the purchase or provision of any substance the possession of or use of is prohibited by law.

- c. Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene or pornographic materials.
- d. Creating, copying, viewing, transmitting, downloading, or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or CIAT policy.
- e. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, Networks, passwords or computers of others, or intercepting communications intended for others.
- f. Copying, downloading, uploading or transmitting student information, other confidential information or trade secrets.
- g. Downloading and saving music or images, unless given permission by an instructor.
- h. Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities
- i. Engaging in or supporting any kind of business or other profit-making activity.

6. Uses or activities that cause damage to property: Among such uses or activities are the following:

- a. Uploading, downloading, creating or transmitting a computer virus, worm, Trojan horse, "hacking" software or other harmful component or corrupted data, or vandalizing the property of another. Vandalism includes any attempt to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, and data of another user, other CIAT resources, or the use of the CIAT Network to do any of the same acts on the Internet or outside Networks.
- b. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, you should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.
- c. Commercial uses. At no time may the Network or the Internet be accessed (including sending e-mail) for purposes of engaging in or supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or

services (whether to one recipient or many, such as "junk e-mail").

Copyright Policy and Procedures

Legally, copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

1. To reproduce the work in copies or recordings;
2. To prepare derivative works based upon the work;
3. To distribute copies or recordings of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
4. To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works
5. To display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
6. In the case of sound recordings, to perform the work publicly by means of a digital audio transmission

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of the copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the doctrine of "fair use," which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitation takes the form of a "compulsory license" under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. From: US Copyright Office. [Copyright Basics](#). Washington: Government Printing Office, 1999 (Circular 1).

For further information about copyright, write to the [Copyright Office](#) at 101 Independence Avenue S.E., Washington, D.C. 20559-6000



Privacy Policies

Student Records

CIAT students have the right to view their personal student records at any time during normal business hours. This viewing must take place at the main campus in San Diego. Due to privacy considerations, CIAT is unable to email or fax copies of student records. Should the student require a printed copy of their record, they must request in writing that a copy be provided. CIAT will print and provide the copy at no cost to the student if they pick it up in person at the San Diego campus. Printed copies will be sent to the student only, via a traceable service for a \$15.00 fee. CIAT retains student records indefinitely. If a student wishes to review a copy of their record, they should contact the Student Services Department at the San Diego Campus, Tel: 877-559-3621. Student records are confidential; however, we will release information to a third party when required by law or with approval of the student upon written request. The request must be made in writing to CIAT Student Services:

CIAT, Attention: Student Services
2820 Camino Del Rio South, Suite 100
San Diego, CA 92108

Unless a release is provided, CIAT limits disclosure of student records to those authorized by law.

Family Educational Rights and Privacy Act (FERPA) of 1974

The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

1. Institutions must have written permission from the student in order to release any information from a student's educational record.
2. Institutions may disclose directory information in the student's educational record without the student's consent.
3. It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.
4. Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.

5. Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
6. Institutions should notify students about their rights under FERPA through annual publications.
7. When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.

Finally, the school should always seek a written consent from the student before disseminating educational records to third parties.

Student records will be maintained on site at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently.

Drug and Alcohol Abuse Prevention Program

The Drug and Alcohol Abuse Prevention Program policy applies to all students and to all employees. The unlawful possession, use, or distribution of illicit drugs, controlled substances and alcohol are strictly prohibited at CIAT. Students or employees not complying with this standard will be subject to sanctions. Sanctions may include the immediate termination/probation from employment or in the case of a student, termination/probation from school.

The school will notify the student or employee in writing if the school becomes aware of any violation of this policy. The student and or employee may request a formal hearing after receiving said notice. Three members from the faculty and staff will comprise the hearing board. If the student or employee fails to request a hearing within three business days, then immediate termination will take place.

If a hearing is requested, the board will notify the student or employee of the date the hearing will take place. The student or employee has the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The school's administration will be notified of the board's decision. In all cases the board's decision will be final. The school's administration will notify the student or employee of the board's decision.

Drug Advising

Throughout California, drug prevention is a major concern. As a point of information, the school maintains a drug prevention program by referring those students needing assistance to:

- Vista Hill Foundation
ParentCare Family Recovery Center
4125 Alpha Street, San Diego, CA 92113
Phone (619) 266-0166

STUDENT SERVICES

Academic and Course Schedule Advising

All faculty and staff are available to meet with students concerning their academic progress. Please contact the school to schedule a meeting.

Books and Classroom Supplies

CIAT does not operate a "Book Store" and does not sell classroom supplies. We do not buy-back used text books.

Career Development

CIAT offers Career Development to all graduates pursuing employment in their field of study. The Placement Coordinator develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred. Although no institution can guarantee employment, CIAT makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career. Please see "Job Placement Assistance".

Computer Lab with Internet Access

CIAT has computers with internet access for classroom assignments, research, and mock employment interviews.

Financial Aid

Each student will meet with a Financial Aid Administrator to discuss their plans to financially cover their education expenses. If a student has elected to take out financial aid the FA administrator is available to aid in the process and answer questions. Please see "Financial Aid".

Food Services

CIAT provides coffee, tea and filtered water service to its students. A refrigerator, toaster-oven and microwave oven are available for student use in the student lounge. Vending machines providing a variety of food and drink items are also available in the student lounge. A deli is conveniently available in the building complex across the street and is open Monday through Friday for breakfast and lunch. Information on additional dining choices in the neighborhood will be provided during student orientation.

Housing Facilities

CIAT does not provide housing facilities, but will assist students in finding accommodations for the duration of the course. Hotel accommodations are widely available locally with an average cost of \$100 to \$125 per night depending on season.

Library and Librarian Services

CIAT has a resource center on-site. An online library is available to the student for a modest fee. The City of San Diego provides library services at multiple locations throughout the San Diego area, all available free of charge for all CIAT students. Our Student Services also serves as the Librarian for CIAT and is available to assist all students in locating research and reference materials both online and physically.

Medical Services

No medical services are provided by CIAT.

Orientation

New students attend an orientation meeting before the start date of each program. This meeting is to welcome new students and introduce them to the school's policies and procedures. Attendance and grading policies form a part of the orientation information, which also includes projected graduation dates, holidays, and vacations pertaining to the relevant enrollment period. During student orientation, students get to meet different staff members, activate student ID cards, email account, learning management portal accounts and many more. It is a great way to start the program.

Parking

CIAT does not charge for parking our campuses. No parking passes are needed to utilize this parking. However, overnight parking is not permitted, and vehicles left overnight may be towed without notice. There are several marked "Reserved" parking spaces in the front lots. Please do not park in these spaces. Since we share the parking with other complex tenants, the lot may occasionally be full. In that case, parking along the street is available. Do not park in the parking lot for the vacant restaurant east of the school.

Student Portal

The Student Information Portal provides instant access to students' academic information, attendance reports, student ledger, payment schedule, financial aid awards and more. The portal should be utilized to view and monitor students' progress throughout school. Students can access the portal at any time through the internet with a unique user ID and password.

Tutoring

Students who need additional assistance with classroom and/or lab material may request to make time outside of class to meet with his/her instructor to obtain tutoring.

Veterans Benefits

Veterans and eligible persons are eligible to receive benefits when required application materials are submitted to school personnel and satisfactory progress is maintained. We have on-site VA certifying officials who can guide students in the process of receiving a smooth VA benefits.



Job Placement Assistance

Policy for Job Placement Assistance

It is the policy of California Institute of Arts & Technology to provide job placement assistance and career counseling to students and graduates. CIAT does not guarantee placement or employment to its applicants, students or graduates. CIAT faculty and staff are cautioned and advised to ensure that no such guarantee is ever made or implied in any advertising, brochures, lectures and/or statements to applicants, students or graduates.

Job Placement Assistance Services Provided

CIAT's Placement Coordinator is responsible for providing career counseling and job placement assistance. At a minimum the following services will be provided:

Resume review and assistance: CIAT's Placement Coordinator will offer advice on how to prepare resumes and cover letters. The Placement Coordinator will also review student prepared resumes and offer constructive criticism and advise the student on how to improve their resume skills. CIAT does not write or provide pre-written resumes for their students. Online students, not in the local area may forward their resumes and cover letters to studentservices@ciat.edu for review and recommendations. CIAT's Placement Coordinator will offer an open office session on the last Friday of each month for assisting students in resume and cover letter creation.

Internet job search resources: CIAT's Placement Coordinator will maintain a listing of potential employer website addresses. CIAT students will be provided this list of employers by email upon request. CIAT's Placement Coordinator will contact potential employers and request permission to place links to the employer's employment opportunities web pages on CIAT's website. Employers will be offered the ability to contact CIAT, through the CIAT website, for information on our training programs and availability of trained students for employment.

Interviewing skill improvement: CIAT students will be offered appointments with CIAT's Placement Coordinator for practice job interview sessions. Distance learning students will be offered this opportunity utilizing video or teleconferencing. These services will also be available during the monthly open office session conducted on the last Friday of each month.

Internships: Although not often available, CIAT's Placement Coordinator will work with employers who express a desire to offer internships for CIAT students. Any available internship will be made available to CIAT students via email or phone invitation.

Career guidance: Student Services will gather information on current career paths and trending demands in the information technology field and make this information available to all CIAT students and graduates. Student Services will also be available during the monthly open office session to discuss career options with students. Students are encouraged to talk to the Student Services Manager or submit career information requests to Student Services via email or telephone at any time.

ASSOCIATES OF APPLIED SCIENCE PROGRAMS**Program Length**

Since courses are offered in class, online and self-paced, the length of time it takes to complete an Associate Degree program can vary depending on the student's course load. CIAT gives the student three years to complete the program with the possibility of an additional 18 months of extensions upon approval by CIAT faculty.

**Tuition and Fees**

Tuition is charged at the rate of \$585.00 per semester hour (unit) for technical courses, plus certification exams, which are optional but highly recommended. There are no lab fees for any course at CIAT. The tuition for General Education courses is also \$585.00 per unit. The full tuition is \$43,290.00 for the Degree Program, if all courses, including GE are taken at CIAT. This charge is broken into two Academic Years. The first year (7 technical courses and 3 GE courses for 37 units) is \$21,645.00. The second year (7 technical courses and 2 GE courses for 36 units) is \$21,060.00. This is assuming that the student takes three 3-unit General Education courses during the first year and two 4-unit courses during the second year. In lieu of taking two 4-unit GE courses, the student may elect to take three 3-unit GE courses, which will increase the tuition for the second year to \$21,645.00 and a total cost for the program of \$43,290.00. Students not taking GE courses at CIAT will be enrolled in 9 technical courses for the first year (at \$21,060.00) and 5 technical courses for the second year (at \$11,700.00) with a total tuition of \$32,760.00 for the degree program. Pricing for each year will thus vary depending on the mix of technical and General Education programs taken during the year. General Education courses may be taken concurrently with technical courses. This could increase the cost per year, but will also shorten the time required to obtain your degree.

CIAT does not financially obligate a student for more than twelve (12) months (10 Terms) in any current and active enrollment period. A student may not have more than one enrollment active at any time.

Examination

Each course may have a final examination in order to receive a final letter grade, however, there is no cumulative program examination.

CIAT's Philosophy for General Education

General education is designed to introduce students to the variety of means through which people comprehend the modern world. General education introduces the content and methodology of the major areas of knowledge. All degree programs include general education requirements. General Education courses may be taken at any time during the student's attendance at CIAT. Up to two General Education courses may be taken concurrent with technical courses.

The general education program provides the opportunity for students to develop:

1. Intellectual skills
2. Information Technology
3. Affective and creative capabilities
4. Critical thinking
5. Positive social attitudes
6. Appreciation for cultural diversity that present effective learners and good citizens

Major

- Associates of Applied Science Degree in Information Systems – Networking Concentration (AASCIS-NC)
- Associates of Applied Science in Software Development (ASD)



ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER INFORMATION SYSTEMS – NETWORKING CONCENTRATION (AASCIS-NC)

73 Semester Hours (420 Lab Hours; 885 Lecture Hours)

Length: 95 Weeks; SOC Code: 15-1142

Tuition: \$42,705.00

Description

The AASCIS-NC Program provides foundational skills required to install, configure, troubleshoot, and maintain network systems in business environments. Major topics covered include hardware technologies, operating systems, networking, routing, security, and database management. This program prepares students for careers in a variety of positions including Information Security Technician, LAN Administrator, Junior Network Administrator, Technical Support Specialist, PC Technician and IT Support Team Lead.

As an Applied Science degree, approximately 75% of the program is dedicated to technical classes with only about 25% focusing on General Education. With a more concentrated focus on these subjects, the student is more likely to succeed in a career in Information Technology when compared to Associate of Science degree which may require up to 50%, or more, to be dedicated to General Education.

Economic Outlook and Growth of the Industry

According to the U.S. Department of Labor statistics, employment of computer network support specialists is expected to grow by 17 percent from 2012 to 2022, which is faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. In May 2012, the median annual wage for computer network support specialists was \$59,090. The median annual wage for computer user support specialists was \$46,420 in May 2012.

Program Objectives

Upon completion of the Associate of Applied Science in Computer Information Systems - Networking Concentration Program, the graduate as a Security Technician, LAN Administrator, Junior Network Administrator, Technical Support Specialist, PC Technician and IT Support Team Lead will be able to:

1. Discuss computer operating systems and hardware fundamentals
2. Perform essential steps in PC installation, configuration, troubleshooting and repair
3. Install, Configure and troubleshoot basic networking hardware, protocols and services
4. Discuss network infrastructure, cryptography, assessments and audits within networks and networking environments
5. Perform installation, configuration and troubleshooting of various operating systems and network operating systems

6. Demonstrate speaking, listening, writing, reading and research skills to be able to document a project scope or create a user manual for a new database in the IT field.
7. Enhance and examine human thought processes and behaviors in diverse populations, cultures and technical IT settings.
8. Develop analytical, critical thinking, quantitative and problem-solving skills for subnetting, and probability for estimating risks of downtime/uptime.

There are many ways that the student can obtain the needed General Education units. Among them are:

1. Successfully completing the course(s) at CIAT.
2. Transferring units from any of the local community colleges in the San Diego area. Please see the Transfer of Credits section under Admissions of this catalog for further information.
3. CLEP testing. The College-Level Examination Program® (CLEP) offers you the opportunity to earn qualifying scores on any of the 33 college subject examinations they offer. Check it out at <https://clep.collegeboard.org/> and then ask your Admissions Representative how CIAT can assist you in obtaining CLEP credits toward your CIAT Degree.
4. ACE credits from your military training. Available to our veteran students, even if you are not using the GI Bill, bring us your JST and we will evaluate it for you.
5. Transfer credits from any accredited institution of higher learning in the United States. Bring us your official transcripts and we will evaluate them for available transferrable credits.

At no charge, we will assist you in completing a credit transfer plan which will identify potential credit transfer paths to complete your general education and other requirements. To request this, contact your Admissions Representative or send an email to studentservices@ciat.edu.

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Associate of Applied Science Degree in Computer Information Systems – Network Concentration, the student must successfully:

1. Complete the 8 core technical courses (32 semester hours) with an overall average GPA of minimum 2.0.
2. Complete 6 technical elective courses (24 semester hours) with an overall average GPA of minimum 2.0.
3. Complete a minimum of 17 semester hours of approved General Education courses with an overall average GPA of minimum 2.0.
4. These courses may be completed by:
 - a. Successfully completing the course at California Institute of Arts & Technology. A minimum of 24 semester hours must be completed in this manner
 - b. Transferring credit from an accredited institution of higher learning. A maximum 47 semester hours may be completed in this manner.
 - c. Challenge Exam of up to four courses (16 semester hours). Each successfully challenged course will be subtracted from the allowed transfer credits.

Degree Course Plan

This page details the courses needed to complete CIAT's Associate of Applied Sciences in Computer Information Systems Degree Program.

Course Requirements 32 Semester Credits		
Introduction		
101A	Computer Hardware Fundamentals	4
101B	Computer Operating Systems	4
102A	Networking Fundamentals, Part 1	4
102B	Networking Fundamentals, Part 2	4
120	Network Security	4
Windows Server (MCSA)		
265	Installing and Configuring Microsoft Windows Server	4
266	Administering Microsoft Windows Server	4
267	Configuring Advanced Windows Server Services	4

6 Elective Courses Required 24 Semester Credits		
Windows Workstation/Server Operating Systems		
154	Configuring Windows Workstation	4
246	Monitoring and Operating a Private Cloud	4
247	Configuring and Deploying a Private Cloud	4
Linux Operating System (Both courses must be taken if you select this option)		
230A	Installation and Configuration of Linux, Part 1	4
230B	Installation and Configuration of Linux, Part 2	4
Intermediate and Advanced Security: (Prerequisite - Introduction to Network Security)		
220	Certified Ethical Hacker	4
221	Advanced Network Security (CISSP)	4
222	Advanced Security Practitioner	4
Virtualization		
290	Network Virtualization	4
Cisco Networking Associate (Both courses must be taken if you select this option)		
270A	Cisco Configuration, ICND 1	4
270B	Cisco Configuration, ICND 2	4
Cisco Networking Associate – Security (Prerequisite – Cisco Configuration ICND1 and ICND2)		
271	Implementing Cisco IOS Network Security	4
Cisco Networking Professional (Prerequisite – Cisco Configuration ICND1 and ICND2)		
272	Implementing Cisco IP Routing	4
273	Implementing Cisco IP Switched Networks	4
274	Troubleshooting and Maintaining Cisco IP networks	4



General Education Minimum 17 Semester Credits Required		
English Language, Communication and Critical Thinking <i>6 Semester Hours minimum required-Select/Transfer 2 courses</i>		
ENG-100	College Reading and Composition	3
ENG-101	English Composition	3
ENG-150	Oral Communications Skills (Public or Business Speaking)	3
ENG-201	Literature and the Art of the Narrative	3
Scientific Inquiry and Quantitative Reasoning <i>8 Semester Hours minimum required-Select/Transfer 2-3 courses</i>		
MTH-101	Intermediate Algebra	3
MTH-105	College Algebra	3
MTH-110	Plane Geometry	3
MTH-120	Trigonometry	3
MTH-140	Statistics*	4
MTH-150	Pre-Calculus	4
MTH-161	Calculus I*	4
MTH-162	Calculus II*	4
MTH-163	Calculus III*	4
SCI-110	Physics *	3
SCI-120	General Biology	3
SCI-130	Principles of Chemistry	3
SCI-140	General Geology*	3
Social and Behavioral Sciences <i>3 Semester Hours minimum required-Select/Transfer 1 course</i>		
SBS-110	Introduction to Psychology	3
SBS-120	Sociology	3
SBS-130	History	3
SBS-140	Geography*	3
SBS-150	Economics*	3
SBS-160	Philosophy*	3
SBS-170	Political Science*	3

*ENG-150, MTH-140, MTH-161, MTH-162, MTH-163, SCI-110, SCI-140, SBS120, SBS130, SBS140, SBS150, SBS160 and SBS170 are not currently available at CIAT but may be transferred in from an accredited institution to meet the General Education requirements.

ASSOCIATE OF APPLIED SCIENCE IN SOFTWARE DEVELOPMENT (ASD)

63 Semester Hours (360 Lab Hours; 765 Lecture Hours)

Length: 85 Weeks; SOC Code: 15-1132, 15-1133

Tuition: \$36,855.00

Description

The ASD program presents the fundamentals of software design and highlights the distinctions between historically significant programming paradigms. Topics covered include software design, layers of software architecture, programming languages, hardware and software, Internet architecture, app development, web development, systems development and administration, client/server architecture, data structures, data modeling, and databases.

The scope of material will range from the origins of the modern programming era, to long-standing technologies which continue to be a primary force in modern operations, through to newer technologies which are in high demand. Students will be empowered to understand the ever-expanding world of software engineering technologies, their place in that world, and how best to guide themselves to their individual goals upon completion.

Successful graduates will be fully prepared and qualified for positions as software developers and fluent in the use of various technologies and computer programming languages and protocols including (dependent on course selection):

C	Python	Swift
C++	C#	Linux Bash
SQL	.NET Framework	Mongo DB
HTML	T-SQL	Ember JS
CSS	ASP.NET MVC	Angular JS
JavaScript	Java	Node JS
HTTP	Objective-C	Ruby on Rails

Depending on course selection, students will also acquire practical, hands-on knowledge of many in-demand, industry standard technologies including:

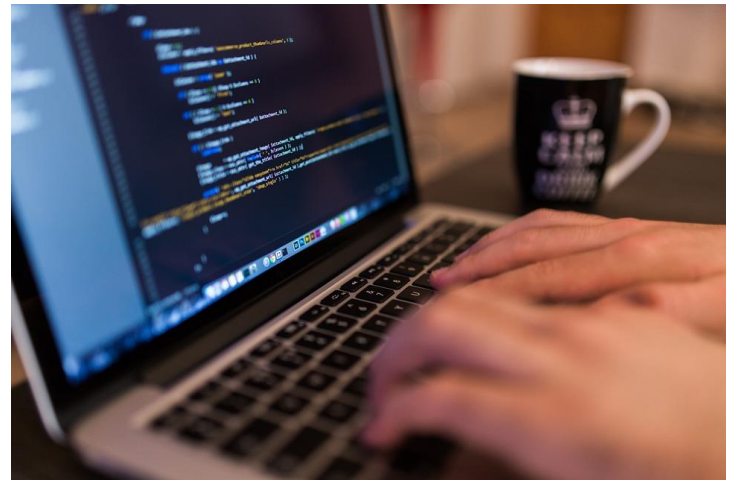
Microsoft Azure	Oracle MySQL	Raspberry Pi
Visual Studio	SQLite	Git and GitHub
SQL Studio	Linux	Android
Microsoft PowerShell	Apache	Android Studio
Microsoft HoloLens	Nginx	Google VR
Unity 3D	Heroku	iOS

All premium software will be available at no charge to students through their school Microsoft Imagine account.

Objectives

Upon completion of the degree in Software Development program, the graduate will be able to:

1. Analyze users' needs, then design, test, and develop software to meet those needs
2. Recommend software upgrades for customers' existing programs and systems
3. Design each piece of the application or system and plan how the pieces will work together
4. Create flowcharts and other models that instruct programmers how to write the software's code
5. Ensure that the software continues to function normally through software maintenance and testing
6. Document every aspect of the application or system as a reference for future maintenance and upgrades
7. Collaborate with other computer specialists to create optimum software



There are many ways that the student can obtain the needed General Education units. Among them are:

1. Successfully completing the course(s) at CIAT.
2. Transferring units from any of the local community colleges in the San Diego area. Please see the Transfer of Credits section under Admissions of this catalog for further information.
3. CLEP testing. The College-Level Examination Program® (CLEP) offers you the opportunity to earn qualifying scores on any of the 33 college subject examinations they offer. Check it out at <https://clep.collegeboard.org/> and then ask your Admissions Representative how CIAT can assist you in obtaining CLEP credits toward your CIAT Degree.
4. ACE credits from your military training. Available to our veteran students, even if you are not using the GI Bill, bring us your JST and we will evaluate it for you.
5. Transfer credits from any accredited institution of higher learning in the United States. Bring us your official transcripts and we will evaluate them for available transferrable credits.

At no charge, we will assist you in completing a credit transfer plan which will identify potential credit transfer paths to complete your general education and other requirements. To request this, contact your Admissions Representative or send an email to studentservices@ciat.edu.

Degree Course Plan

This page details the courses needed to complete CIAT's Associate of Applied Sciences in Computer Information Systems Degree Program.

Course Requirements 24 Semester Credits		
Introduction		
ASD101	The Fundamentals of Software Design	4
ASD102	Object-Oriented Programming with C++	4
ASD103	Relational Database Management Systems and SQL	4
ASD150	Operating System Concepts	4
ASD170	Front-End Development with HTML, CSS, and JavaScript	4
ASD190	Internet Architecture with PHP and other OSS	4

6 Elective Courses Required 24 Semester Credits		
Windows Workstation/Server Operating Systems		
ASD210	Python Fundamentals and Best Practices	4
ASD215	C# Business Programming	4
ASD220	Linux Administration and Shell Scripting	4
ASD225	Windows Development and Administration	4
ASD227	iOS Programming with Objective-C and Swift	4
ASD230	Open Source Servers	4
ASD235	SQL Server and T-SQL	4
ASD247	Android App Development with Java	4
ASD255	Web Development with ASP.NET MVC	4
ASD260	MEAN Stack Development	4
ASD265	Cloud Computing with Microsoft Azure	4
ASD267	Virtual Reality with Google Cardboard and Unity	4
ASD277	Embedded Computers and the Internet of Things	4
ASD280	Django Framework	4
ASD290	Ruby on Rails Framework	4
ASD295	Augmented Reality with Microsoft HoloLens	4

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Associate of Applied Science in Software Development, the student must successfully:

1. Complete the 6 core technical courses (24 semester hours) with an overall average GPA of minimum 2.0.
2. Complete 6 technical elective courses (24 semester hours) with an overall average GPA of minimum 2.0.
3. Complete a minimum of 15 semester hours of approved General Education courses with an overall average GPA of minimum 2.0.
4. These courses may be completed by:
 - a. Successfully completing the course at California Institute of Arts & Technology. A minimum of 23 semester hours must be completed in this manner
 - b. Transferring credit from an accredited institution of higher learning. A maximum 40 semester hours may be completed in this manner.

- c. Challenge Exam of up to four courses (16 semester hours). Each successfully challenged course will be subtracted from the allowed transfer credits.

General Education 15 Semester Credits		
English Language, Communication and Critical Thinking <i>6 Semester Hours minimum required-Select/Transfer 2 courses</i>		
ENG-100	College Reading and Composition	3
ENG-101	English Composition	3
ENG-150	Oral Communications Skills (Public or Business Speaking)	3
ENG-201	Literature and the Art of the Narrative	3
Scientific Inquiry and Quantitative Reasoning <i>6 Semester Hours minimum required-Select/Transfer 2 courses</i>		
MTH-101	Intermediate Algebra	3
MTH-105	College Algebra	3
MTH-110	Plane Geometry	3
MTH-120	Trigonometry	3
MTH-140	Statistics*	4
MTH-150	Pre-Calculus	4
MTH-161	Calculus I*	4
MTH-162	Calculus II*	4
MTH-163	Calculus III*	4
SCI-110	Physics*	3
SCI-120	General Biology	3
SCI-130	Principles of Chemistry	3
SCI-140	General Geology*	3
Social and Behavioral Sciences <i>3 Semester Hours minimum required-Select/Transfer 1 course</i>		
SBS-110	Introduction to Psychology	3
SBS-120	Sociology	3
SBS-130	History	3
SBS-140	Geography*	3
SBS-150	Economics*	3
SBS-160	Philosophy*	3
SBS-170	Political Science*	3

*ENG-150, MTH-140, MTH-161, MTH-162, MTH-163, SCI-110, SCI-140, SBS120, SBS130, SBS140, SBS150, SBS160 and SBS170 are not currently available at CIAT but may be transferred in from an accredited institution to meet the General Education requirements.



CERTIFICATE PROGRAMS

General Information on Certificate Programs

Program Length

The length of time it takes to complete any Certificate program can vary depending on the student's course load (It is based on 5 weeks per course for full-time students and 10 weeks per course for part-time students). CIAT gives the full-time student up to 40 academic weeks to complete the Certificate in Computer Information Systems – Networking Concentration (CCIS-NC) program with the possibility of up to an additional 20 weeks of extensions upon approval by CIAT faculty.

EDD/WIOA and Vocational Rehabilitation students may be limited to six-seven months by those programs to complete their courses at CIAT while collecting unemployment. Extensions may be granted on an individual basis by EDD/WIOA and Vocational Rehabilitation agencies.

CIAT will work with the student and their counselor to ensure the student gets the training they deserve. In any case the full-time student will still have a maximum of up to 60 academic weeks (with extensions) to complete the program without any penalty from CIAT. For part-time students, the time frames double. Please check the Program Length section of each Program to determine the actual allocated time to complete each program.

Tuition and Fees

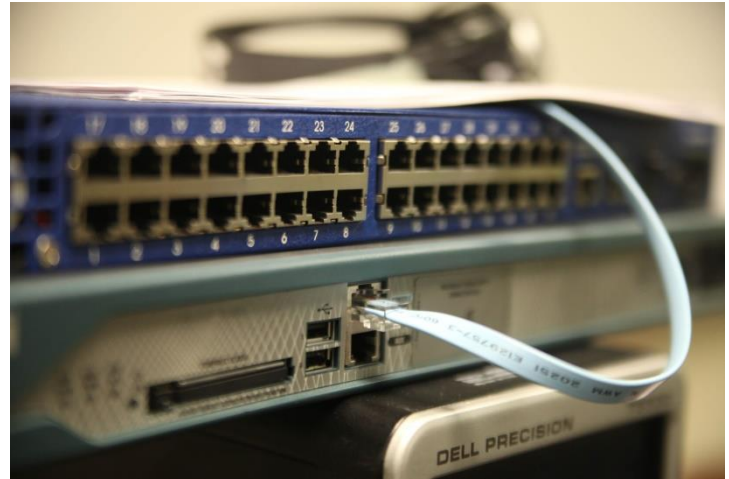
Tuition is charged at the rate of \$585.00 per 15 lecture clock hour unit or 30 lab clock hour units (\$39.00 per hour). For the Website Development, Graphic Arts and Microsoft Office programs, tuition is charged at a flat rate of \$1995.00 per course. There are no lab fees for these programs.

Examination

Each course may have a final examination in order to receive a final letter grade, however, there is no cumulative program examination.

Certificate Programs

- Certificate in Computer Information Systems – Networking Concentration (CCIS-NC)
- Certificate as Cisco Networking Professional/Certificate as Cisco Certified Network Associate, Security Specialist (CCNP/CCNA-Sec)
- Certificate as Cisco Certified Network Associate (CCNA)
- Certificate as Networking Security Technician (CNST)
- Certificate as Microsoft Server Technology (CMST)
- Certificate as Computer Technician
- Certificate in Computer Application Development
- Certificate in Website Design
- Certificate in Graphic Design
- Certificate in Microsoft Office Specialist



CERTIFICATE IN COMPUTER INFORMATION SYSTEMS – NETWORKING CONCENTRATION (CCIS-NC)

600 Clock Hours (240 Lab Hours; 360 Lecture Hours)

Length: 40 Weeks; SOC Code: 15-1142

Tuition: \$18,720.00

Description

The Certificate in Computer Information Systems - Networking Concentration program provides the foundational skills required to install, configure, troubleshoot, and maintain network systems in business environments. Major topics covered include hardware technologies, operating systems, networking, routing, security, and database management. This program prepares students for careers in a variety of positions including Information Security Technician, LAN Administrator, Junior Network Administrator, Technical Support Specialist, and PC Technician.

Economic Outlook and Growth of the Industry

According to the U.S. Department of Labor statistics, employment of computer systems is expected to grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Median annual wages of networking and PC administrative personnel systems were \$69,160 in 2010.

Program Objectives

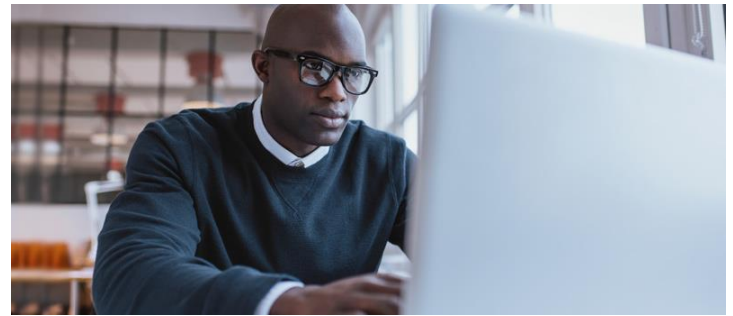
Upon completion of the Certificate in Computer Information Systems - Networking Concentration Program, the graduate as Information Security Technician, LAN Administrator, Junior Network Administrator, Technical Support Specialist, and PC Technician will be able to:

1. Discuss computer operating systems and hardware fundamentals
2. Perform essential steps in PC installation, configuration, troubleshooting and repair
3. Install, Configure and troubleshoot basic networking hardware, protocols and services
4. Discuss network infrastructure, cryptography, assessments and audits within networks and networking environments
5. Perform installation, configuration and troubleshooting of various operating systems and network operating systems

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate in Computer Information Systems – Network Concentration, the student must successfully:

1. Complete the eight core courses (600 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
 - a. Successfully completing the course at California Institute of Arts & Technology. A minimum of three courses must be completed in this manner
 - b. Transferring credit, up to five courses (375 clock hours) from an accredited institution of higher learning
 - c. Challenge Exam of up to two courses. Each successfully challenged course will be subtracted from the allowed transfer credits.



CCIS-NC Course Plan

This table details the courses required for completion of CIAT’s Certificate in Computer Information Systems –Networking Concentration Program:

Course Requirements (600 clock hours)		
Introduction		
101A	Computer Hardware Fundamentals	75
101B	Computer Operating Systems	75
102A	Networking Fundamentals, Part 1	75
102B	Networking Fundamentals. Part 2	75
120	Network Security	75
Windows Server (MCSA)		
265	Installing and Configuring Microsoft Windows Server	75
266	Administering Microsoft Windows Server	75
267	Configuring Advanced Windows Server Services	75

CERTIFICATE AS CISCO NETWORKING PROFESSIONAL/ CERTIFICATE AS CISCO CERTIFIED NETWORK ASSOCIATE – SECURITY SPECIALIST (CCNP / CCNA-SEC)

600 Clock Hours (240 Lab Hours; 360 Lecture Hours)

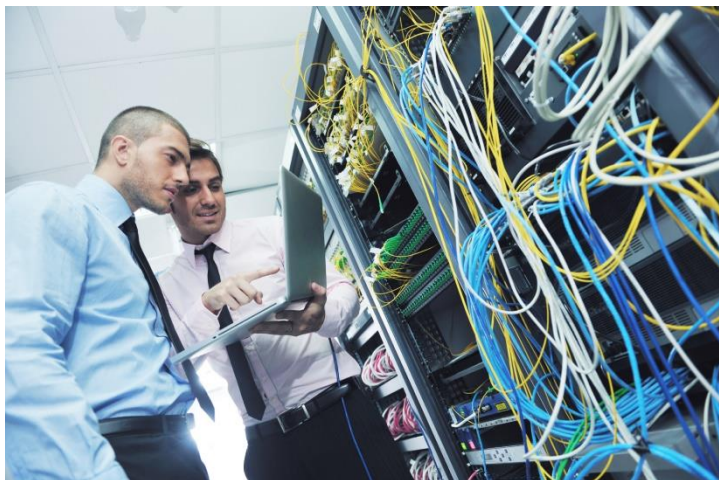
Length: 40 Weeks; SOC Code: 15-1142

Tuition: \$18,720.00

Description

Successful graduates will be fully prepared and qualified for positions as network security technicians and administrators for Cisco network systems. In addition to preparing the student for the vendor neutral Security+ certifications, this program prepares the student to achieve the Cisco Certified Network Professional (Security) certification by successfully passing the following Cisco certification exams:

1. Networking Fundamentals, Part 1
2. Networking Fundamentals, Part 2
3. Cisco Configuration, ICND1
4. Cisco Configuration, ICND2
5. Implementing Cisco IOS Network Security, 210-260 IINS
6. Implementing Cisco IP Routing (300-101 ROUTE)
7. Implementing Cisco IP Switched Networks (300-115 SWITCH)
8. Troubleshooting and Maintaining Cisco IP Networks (300-135 TSHOOT)



Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2012 edition, Computer Network Systems, Systems and Database Administrators employment is expected to grow much faster than the average for all occupations and add 96,200 new jobs over the 2010-20 decade. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Median annual wages of networking and PC administrative personnel systems were \$69,160 in 2010.

Program Objectives

Upon completion of the Certificate in Cisco Network Professional-Security Specialist program, the graduate will be able to:

1. Describe fundamentals and theory of computer networking systems and how they are applied in various business situations
2. Provide network security for day to day business operations
3. Implement and support Cisco firewalls.
4. Implement and support Cisco Intrusion Prevention Systems
5. Manage and administer Virtual Private Networks using Cisco components.

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate as Cisco Networking Professional – Security Specialist, the student must successfully:

1. Complete the eight core courses (600 clock hours) an overall average GPA of minimum 2.0. These courses may be completed by:
 - a. Successfully completing the course at California Institute of Arts & Technology. A minimum of three courses must be completed in this manner
 - b. Transferring credit, up to five courses (375 clock hours) from an accredited institution of higher learning.
 - c. Challenge Exam of up to two courses. Each successfully challenged course will be subtracted from the allowed transfer credits.

CCNP/CCNA-SEC Course Plan

This table details the courses required for completion of CIAT’s Certificate as Cisco Networking Professional/Certificate as Cisco Certified Network Associate-Security Specialist Program:

CCNP/CCNA-SEC Core Courses (600 clock hours)		
Cisco Network Associate		
102A	Networking Fundamentals, Part 1	75
102B	Networking Fundamentals, Part 2	75
270A	Cisco Configuration, ICND 1	75
270B	Cisco Configuration, ICND 2	75
Cisco Networking Associate – Security (Prerequisite – Cisco Configuration ICND1 and ICND2)		
271	Implementing Cisco IOS Network Security	75
Cisco Networking Professional (Prerequisite – Cisco Configuration ICND1 and ICND2)		
272	Implementing Cisco IP Routing	75
273	Implementing Cisco IP Switched Networks	75
274	Troubleshooting and Maintaining Cisco IP networks	75

CERTIFICATE AS CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

150 Clock Hours (60 Lab Hours; 90 Lecture Hours)

Length: 10 Weeks; SOC Code: 15-1142

Tuition: \$4,680.00

Description

Successful graduates will be fully prepared and qualified for entry level positions as network administrators for Cisco network systems. In addition to preparing the student for the vendor neutral CompTIA Network+ certification, this program prepares the student to achieve the Cisco Certified Network Associate certification by successfully passing the following Cisco certification exams:

1. Cisco Configuration, ICND1
2. Cisco Configuration, ICND2

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2012 edition, Computer Network Systems, Systems and Database Administrators employment is expected to grow much faster than the average for all occupations and add 96,200 new jobs over the 2010-20 decade. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Median annual wages of networking and PC administrative personnel systems were \$69,160 in 2010.

Program Objectives

Upon completion of the Certificate in Cisco Network Professional-Security Specialist program, the graduate will be able to:

1. Describe fundamentals and theory of computer networking systems and how they are applied in various business situations
2. Install medium-size Cisco routed and switched networks.
3. Configure medium-size Cisco routed and switched networks.
4. Operate medium-size Cisco routed and switched networks.
5. Troubleshoot medium-size Cisco routed and switched networks.
6. Implement and verify connections to remote sites in a WAN.



Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate as Cisco Certified Network Associate, the student must successfully:

1. Complete the two core courses (150 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
 - a. Successfully completing the course at California Institute of Arts & Technology. A minimum of one courses must be completed in this manner
 - b. Transferring credit, up to one course (75 clock hours) from an accredited institution of higher learning.
 - c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

CCNA Course Plan

This table details the courses required for completion of CIAT’s Certificate as Cisco Network Associate Program:

Cisco Networking Associate Core Classes (150 clock hours)		
270A	Cisco Configuration, ICND 1	75
270B	Cisco Configuration, ICND 2	75

CERTIFICATE AS NETWORKING SECURITY

TECHNICIAN (CNST)

300 Clock Hours (120 Lecture Hours; 180 Lecture Hours)

Length: 20 Weeks; SOC Code: 15-1122

Tuition: \$9,360.00

Description

The Certificate as Networking Security Technician is designed for the Computer Network Technician who wants to expand their competence into the area of computer security. It provides the foundational skills required to install, configure, troubleshoot, and maintain network systems in business environments. Major topics covered include Cisco hardware technologies, operating systems, networking, routing, local area network (LAN) security, wireless network security, and authentication, encryption and authorization techniques. This program prepares students for a career in computer security as an Information Security Technician.



Economic Outlook and Growth of the Industry

According to the U.S. Department of Labor statistics, employment of computer systems is expected to grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Median annual wages of networking and PC administrative personnel systems were \$69,160 in 2010.

Program Objectives

Upon completion of the Certificate as Networking Security Technician Program, the graduate as an Information Security Technician will be able to:

1. Discuss network infrastructure, cryptography, assessments and audits within networks and networking environments.
2. Perform installation, configuration and troubleshooting of various network security systems.
3. Conduct security audits and take action to correct weaknesses discovered.
4. Advise coworkers on Social Engineering threats and defenses.

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate as Networking Security Technician, the student must successfully:

Complete the four core courses (300 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:

- a. Successfully completing the course at California Institute of Arts & Technology. A minimum of two courses must be completed in this manner
- b. Transferring credit, up to two courses (225 clock hours) from an accredited institution of higher learning.
- c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

CNST Course Plan

This table details the courses required for completion of CIAT’s Certificate as Networking Security Technician Program:

CNST Core Courses (300 clock hours)		
102A	Networking Fundamentals, Part 1	75
102B	Networking Fundamentals. Part 2	75
270A	Cisco Configuration, ICND 1	75
270B	Cisco Configuration, ICND 2	75

CERTIFICATE IN MICROSOFT SERVER TECHNOLOGY (CMST)

225 Clock Hours (90 Lab Hours; 135 Lecture Hours)

Length: 15 weeks; SOC Code: 15-1152

Tuition: \$7,020.00

Description

The Certificate in Microsoft Server Technology is designed for the Computer Service Technician who wants to expand their competence into the area of computer networking. It provides the foundational skills required to install, configure, troubleshoot, and maintain network systems in business environments. Major topics covered include hardware technologies, operating systems, networking, routing, security, and database management. This program prepares students for careers in a variety of positions including LAN Administrator, Junior Network Administrator and Technical Support Specialist.



Economic Outlook and Growth of the Industry

According to the U.S. Department of Labor statistics, employment of computer systems is expected to grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Median annual wages of networking and PC administrative personnel systems were \$69,160 in 2010.

Program Objectives

Upon completion of the Certificate as Computer Technician Program, the graduate will be able to:

1. Install, upgrade, and migrate Windows Server in host and compute environments on servers and workloads.
2. Install Windows Server features and roles; install and configure Windows Server Core; manage Windows Server Core installations using GUI and Windows PowerShell.
3. Configure Windows Server container host to Windows Server Core and Nano Server in a physical and virtualized environment.
4. Create, direct, and manage Active Directory users and computers.

5. Install and configure DNS servers; create and configure DNS zones and records.
6. Install, configure, manage and maintain DHCP server.
7. Install and configure Hyper-V and Virtual Machines; configure virtual machine settings, Hyper-V storage, and Hyper-V networking.
8. Install and configure Active Directory Domain Services and group policies.
9. Create and manage Active Directory groups and organizational units.
10. Implement Active Directory Certificate Services, Active Directory Federations Services, and Web Application proxies.

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate as Computer Technician, the student must successfully:

1. Complete the three core courses (225 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
 - a. Successfully completing the course at California Institute of Arts & Technology. A minimum of one course must be completed in this manner.
 - b. Transferring credit, up to two courses (150 clock hours) from an accredited institution of higher learning.
 - c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

CMST Course Plan

This table details the courses required for completion of CIAT’s Certificate as Certificate in Microsoft Server Technology Program:

Course Requirements (225 clock hours)		
265	Installing and Configuring Windows Server	75
266	Administering Microsoft Windows Server	75
267	Configuring Advanced Windows Server Services	75

CERTIFICATE AS COMPUTER TECHNICIAN (CCT)

225 Clock Hours (90 Lab Hours; 135 Lecture Hours)

Length: 15 weeks; SOC Code: 15-1152

Tuition: \$7,020.00

Description

The Certificate as Computer Technician program provides the foundational skills required to install, configure, troubleshoot, and maintain computer systems in business environments. Major topics covered include hardware technologies, operating systems, networking and security. This program prepares students for entry level positions as a Technical Support Specialist, Help Desk Technician or PC Technician.

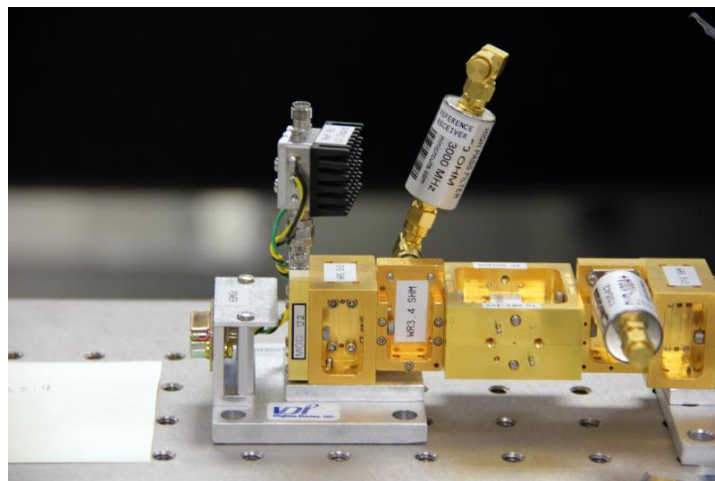
Economic Outlook and Growth of the Industry

According to the U.S. Department of Labor statistics, employment of computer systems is expected to grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Median annual wages of networking and PC administrative personnel systems were \$69,160 in 2010.

Program Objectives

Upon completion of the Certificate as Computer Technician Program, the graduate will be able to:

1. Discuss computer operating systems and hardware fundamentals
2. Perform essential steps in PC installation, configuration, troubleshooting and repair
3. Install, Configure and troubleshoot basic networking hardware, protocols and services
4. Discuss network infrastructure, cryptography, assessments and audits within networks and networking environments
5. Perform installation, configuration and troubleshooting of various operating systems and network operating systems



Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate as Computer Technician, the student must successfully:

2. Complete the three core courses (225 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
 - a. Successfully completing the course at California Institute of Arts & Technology. A minimum of one courses must be completed in this manner.
 - b. Transferring credit, up to two courses (150 clock hours) from an accredited institution of higher learning.
 - c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

CCT Course Plan

This table details the courses required for completion of CIAT’s Certificate as Computer Technician Program:

Course Requirements (225 clock hours)		
101A	Computer Hardware Fundamentals	75
101B	Computer Operating Systems	75
120	Network Security	75

CERTIFICATE IN COMPUTER APPLICATION

DEVELOPMENT

450 Clock Hours (180 Lab Hours; 270 Lecture Hours)

Length: 30 Weeks; SOC Code: 15-1132

Tuition: \$14,040.00

Description

Successful graduates will be prepared for entry-level employment as application developers and they will be certified as fluent in the use of:

1. C++
2. C#
3. Android
4. iOS Programming
5. Python

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2012 edition, employment in the Application Development field is expected to grow much faster than the average for all occupations and add 143,800 new jobs over the 2010-20 decade. The median annual wage of applications software developers was \$87,790 in May 2010. The median annual wage of systems software developers was \$94,180 in May 2010

Program Objective

Upon completion of the Certificate in Application Development program, the graduate will be able to:

1. Analyze users’ needs, then design, test, and develop software to meet those needs
2. Recommend software upgrades for customers' existing programs and systems
3. Design each piece of the application or system and plan how the pieces will work together
4. Create flowcharts and other models that instruct programmers how to write the software’s code
5. Ensure that the software continues to function normally through software maintenance and testing
6. Document every aspect of the application or system as a reference for future maintenance and upgrades
7. Collaborate with other computer specialists to create optimum software

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate in Computer Application Development, the student must successfully:

1. Complete the six core courses (450 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:

- a. Successfully completing the course at California Institute of Arts & Technology. A minimum of two courses must be completed in this manner.
- b. Transferring credit, up to four courses (300 clock hours) from an accredited institution of higher learning.
- c. Challenge Exam of up to two courses. Each successfully challenged course will be subtracted from the allowed transfer credits.

CCAD Course Plan

This table details the courses required for completion of CIAT’s Certificate as Application Development Program:

Course Requirements (450 clock hours)		
ASD-101	The Fundamentals of Software Design	75
ASD-102	Object-Oriented Programming with C++	75
ASD-210	Python Fundamentals and Best Practices	75
ASD-215	C# Business Programming	75
ASD-227	iOS Programming with Objective-C and Swift	75
ASD-247	Android App Development with Java	75



CERTIFICATE IN WEBSITE DESIGN

270 Clock Hours (270 Lecture Hours)

Length: 30 weeks; SOC Code: 15-1134

Tuition: \$11,970.00 plus exam fees.

Description

Successful graduates will be fully prepared and qualified for positions as Website Designers either in a corporate or freelance (self-employed) position. Using popular web development tools and gained knowledge of professional website design practices and processes, the student will be able to create attractive and effective websites for their clients. This program familiarizes the student with the most popular computer software programs used by Web Designers, such as: Photoshop, Dreamweaver, and Developer Tools (Google, Chrome, Firefox, Safari).

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2012 edition, employment in the Website Design field is expected to grow faster than average for all occupations and add 65,700 new jobs over the 2010-20 decade. Median annual wages of website designers were \$75,660 in 2010.

Program Objective

Upon completion of the Certificate in Website Design program, the graduate will be able to:

1. Create websites to develop a web presence for businesses, organizations and individuals.
2. Communicate ideas that inspire, inform, or motivate consumers to purchase products.

Utilize popular software programs to create effective and attractive websites.



Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate in Website Design, the student must successfully:

1. Complete the six core courses (270 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
 - a. Successfully completing the course at California Institute of Arts & Technology. A minimum of two courses must be completed in this manner
 - b. Transferring credit, up to four courses (180 clock hours) from an accredited institution of higher learning.
 - c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

WEB Course Plan

This table details the courses required for completion of CIAT’s Certificate in Website Design:

Course Requirements (270 clock hours)		
CWEB101	Introduction to Web Design	45
CWEB102	Responsive Web Design	45
CWEB103	Intermediate Web Design	45
CWEB201	Programming for the Web	45
CWEB202	User Interface Design & Mobile Development	45
CWEB301	Online Portfolio Creation	45

CERTIFICATE IN GRAPHIC DESIGN

270 Clock Hours (270 Lecture Hours)

Length: 30 Weeks; SOC Code: 27-1024

Tuition: \$11,970.00 Plus exam fees.

Description

Successful graduates will be fully prepared and qualified for positions as Graphic Designers either in a corporate or freelance (self-employed) position. This program introduces the student to the concepts, language and basics of graphic design and then prepares the student to achieve certification in the most popular computer software programs used by the Graphic Design community such as:

1. Adobe Photoshop
2. Adobe Illustrator
3. Adobe InDesign

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2012 edition, employment in the Graphic Design field is expected to grow about as fast as the average for all occupations and add 37,300 new jobs over the 2010-20 decade. The median annual wage of graphic designers was \$43,500 in May 2010.

Program Objective

Upon completion of the Certificate in Graphic Design program, the graduate will be able to:

1. Understand, and employ, the basic principles of graphic design including
 - a. the grid
 - b. color theory
 - c. typography
2. Use design as a tool to solve problems
3. Create visual concepts using computer software
4. Communicate ideas through effective design
5. Present a portfolio of their projects

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate in Graphic Design, the student must successfully:

1. Complete the six core courses (270 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
 - a. Successfully completing the course at California Institute of Arts & Technology. A minimum of two courses must be completed in this manner
 - b. Transferring credit, up to four courses (180 clock hours) from an accredited institution of higher learning.
 - c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.



GRD Course Plan

This table details the courses required for completion of CIAT’s Certificate in Graphic Design:

Course Requirements (270 clock hours)		
CGRD101	Introduction to Graphic Design	45
CGRD102	Image Manipulation	45
CGRD103	Digital Illustration	45
CGRD201	Graphic Design for Print: Logos, Brochures, Print Ads, Print Marketing Materials	45
CGRD202	Graphic Design for the Web: Social Media Profiles; Website Graphics; Landing Pages; Online Ads	45
CGRD301	Portfolio Creation	45

CERTIFICATE AS MICROSOFT OFFICE SPECIALIST

225 Clock Hours (225 Lecture Hours)

Length 25 Weeks; SOC Code: 43-4199, 43-9199

Tuition: \$9,975.00 plus exam fees.

Description

Successful graduates will be certified as proficient in the use of the following Microsoft Office component programs:

1. Microsoft Word
2. Microsoft Excel
3. Microsoft PowerPoint
4. Microsoft Outlook
5. Microsoft Access

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2012 edition, employment in the Administrative field is expected to grow about as fast as the average for all occupations, with a greater than average growth of Administrative Assistants needed in the Medical Office field, and add 492,900 new jobs over the 2010-20 decade. Median annual wages of secretaries and administrative assistants were \$34,660 in 2010.



Program Objective

Upon completion of the Microsoft Office Specialist Certificate program, the graduate will be able to:

1. Create documents and correspondence utilizing Microsoft Word
2. Create spreadsheets and graphs utilizing Microsoft Excel
3. Create audio-visual presentations and “slideshows” utilizing Microsoft PowerPoint
4. Manage emails, appointments and schedules utilizing Microsoft Outlook
5. Create, maintain and query a relational database utilizing Microsoft Access

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate as Microsoft Office Specialist, the student must successfully:

1. Complete the five core courses (225 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
 - a. Successfully completing the course at California Institute of Arts & Technology. A minimum of two courses must be completed in this manner
 - b. Transferring credit, up to three courses (135 clock hours) from an accredited institution of higher learning.
 - c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

BUS Course Plan

This table details the courses required for completion of CIAT’s Certificate as Microsoft Office Specialist:

Course Requirements (225 clock hours)		
CBUS101	Word Processing Fundamentals	45
CBUS102	Creating and Using Spreadsheets	45
CBUS103	Presentation Applications	45
CBUS104	Database Management	45
CBUS105	Business and Email Management	45

PROFESSIONAL DEVELOPMENT SEMINAR AND WORKSHOP (BOOT CAMP) COURSES

About Professional Development Seminar and Workshop (Boot Camp) Courses

CIAT Boot Camp workshops are taught by experienced, certified instructors in a lecture and lab environment. They are designed for experienced personnel who wish to brush up on skills and/or pass a certification exam.

Length of Courses

All Seminar and Workshop courses are 40 hours in length and are conducted on a five-day, eight hours per day basis, unless other arrangements are made.

Fees

All Boot Camp workshops are charged at the rate of \$2,340 per 40 hour course plus associated exam fee, per person.

Schedule

Schedules are posted on the CIAT website.

Individual Enrollment

To enroll, request a registration form from a CIAT representative, complete it and submit form of payment at least 14 days in advance. If you cannot complete the process with 14 days notice, you can request a waiver by calling 877-559-3621 or emailing us at info@ciat.edu.

Corporate and Military Enrollments

To enroll one or more employees in a CIAT Boot Camp, contact CIAT’s Corporate and Military Advisor at 877-559-3621 ext. 7012. We accept credit cards, and approved purchase orders. You can email to info@ciat.edu or fax 858-505-9650 as well.

We ask for 14 days’ notice for enrollment in public classes however enrollments can be made up until the first day of class on a space available basis.

Contract and Customized Training-Testing

CIAT offers on-site training at your location or ours via contract for groups. If you would like to host a training event, please contact CIAT’s Corporate and Military Advisor at 877-559-3621 Ext. 7012. Terms and conditions will be subject to the contract agreement.

Seminar / Boot Camp Refund Policy

See the Cancellation and Refund Policy in the Tuition and Fees section of this catalog.

Attendance Requirements

Due to the rapid pace of our workshops, Students are required to attend, at a minimum, the full 40 hour workshop. In the event that the student cannot complete the workshop, he or she should notify the instructor as soon as possible, so the instructor can assign the appropriate make up work.

Students who feel that they do not need the full workshop may be allowed to test out early in accordance with CIAT’s test out policy located in this catalog. Permission to test out may be granted on a case-by-case basis by your instructor and administrator.

Completing the Workshop

Once complete, the student will receive a certificate of completion within one week of completing the course. Students desiring to complete the certification exam may take the exam at the San Diego campus or any Pearson-VUE testing center as planned or desired. The student will receive a score report immediately following the exam. Workshop students will receive a grade of Pass, after completion of the workshop.

Continuing Education Units

Continuing Education Units (CEU’s) may be awarded for completion of these Professional Development courses. CEU’s are awarded based on 1 CEU for each 10 hours of instructional engagement. Therefore, the majority of our courses will earn the student 4 CEU’s. The number of CEU’s awarded will be noted on the Certificate of Completion awarded to the student at the end of the course.

Course Listing	
Administering Windows Server	40
Advanced Security Practitioner (online)	40
Advanced Security Practitioner	40
Business and Email Management	40
Certified Ethical Hacker	40
Cisco Configuration, ICND 1	40
Cisco Configuration, ICND 2	40
Computer Hardware Fundamentals	40
Computer Operating Systems	40
Configuring Advanced Windows Server Services	40
Configuring and Deploying a Private Cloud	40
Database Management	40
Excel	40
Fiber Optic Technician	40
Installation and Configuration of Linux, Part 1	40
Installation and Configuration of Linux, Part 2	40
Installing and Configuring Windows Server	40
Microsoft SharePoint	40
Monitoring and Operating a Private Cloud	40
Network Security	80
Network Virtualization	40
Networking Fundamentals	40
Presentation Applications	40
Windows Workstation	40
Word Processing Fundamentals	40

COURSE DESCRIPTIONS**Networking****101A****Computer Hardware Fundamentals** 75 hours; 4 units**Course Description**

This course uses a step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware and software. This course is mapped to the CompTIA A+ 220-901 Certification Exam objectives. The primary goal of this course is to prepare students for the CompTIA A+ 220-901 Certification exam.

Prerequisites:

There are no prerequisites for Computer Hardware Fundamentals. Computer Hardware Fundamentals is a prerequisite for Computer Operating Systems. However, before taking either course the student should be familiar with:

1. Use of a mouse and keyboard
2. Installing and running programs
3. The use of basic productivity software including word processing applications
4. Saving files created by common applications
5. Browsing the internet

Students who have successfully passed the current CompTIA A+ Essentials certification exam within the last 36 months may proceed directly with Computer Operating Systems.

Certification:

Please see 101B Certification requirement.

101B**Computer Operating Systems** 75 hours; 4 units**Course Description**

This course uses a step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware and software. This course is mapped to the CompTIA A+ 220-902 Certification Exam objectives. The primary goal of this course is to prepare students for the CompTIA A+ 220-902 Certification exam.

Prerequisites:

There are no prerequisites for Computer Hardware Fundamentals. Computer Hardware Fundamentals is a prerequisite for Computer Operating Systems. However, before taking either course the student should be familiar with:

6. Use of a mouse and keyboard
7. Installing and running programs
8. The use of basic productivity software including word processing applications
9. Saving files created by common applications
10. Browsing the internet

Students who have successfully passed the current CompTIA A+ Essentials certification exam within the last 36 months may proceed directly with Computer Operating Systems.

Certification:

These courses have recently been updated and now prepare the student to successfully attain CompTIA A+ Certification by passing the CompTIA A+ Essentials (220-901) and CompTIA A+ Practical's (220-902) certification exams. Taking these exams is optional and may involve extra cost to the student. Successful completion of these courses does not require the student to attempt and/or pass these certification exams.

102A**Networking Fundamentals, Part 1** 75 hours; 4 units**Course Description**

This course covers the configuration, management, and troubleshooting of common wired and wireless network devices. Also included are emerging technologies such as unified communications, mobile, cloud and virtualization technologies. This course represents the first part of the scope covering preparation for CompTIA Network+ Certification, and Testout Network Pro.

Prerequisites:

Completion of Computer Hardware Fundamentals and Computer Operating Systems is strongly recommended. Students who have successfully completed the current CompTIA A+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have nine months or more experience or education in computer networking may precede directly with Networking Fundamentals.

Certification:

Please see 102B Certification requirement.

102B**Networking Fundamentals, Part 2** 75 hours; 4 units**Course Description**

This Course teaches advanced networking skills, network security, network hardening, network optimization and troubleshooting. Completion of this course provides in network technologies, tools and standards as well as it serves as a preparation for CompTIA Network + professional certification Exam.

Covered Topics Include:

1. Network Fundamentals
2. Addressing and Protocols
3. Security and Authentication
4. Installation and Implementation
5. Management, Monitoring, Troubleshooting

Prerequisites:

Completion of Computer Hardware Fundamentals and Computer Operating Systems is strongly recommended. Students who have successfully completed the current CompTIA A+ Certification process within the last 12 months or, upon approval by CIAT admissions, those

who have nine months or more experience or education in computer networking may precede directly with Networking Fundamentals.

Certification:

This course prepares the student to successfully attain CompTIA Network+ Certification by passing the CompTIA Network+ (N10-005) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

120

Network Security 75 hours; 4 units

Course Description

This course teaches the skills required to be an entry-level computer and network security technician. Completion of this course identifies the student as a knowledgeable professional in the field of security, one of the fastest-growing fields in IT. Security threats are increasing in number and severity and the gap between the need for security professionals and qualified IT personnel is the largest of any IT specialty. Even in a troubled economy, most businesses plan to maintain or increase their investment in security.

Prerequisites:

Completion of Networking Fundamentals is strongly recommended. Students who have successfully completed the current CompTIA Network+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have 24 months or more of work experience in IT networking, may proceed directly with Network Security.

Certification:

This course prepares the student to successfully attain CompTIA Security+ Certification by passing the CompTIA Security+ (SY0-401) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of these courses does not require the student to attempt and/or pass this certification exam.

154

Windows Workstation 75 hours; 4 units

Course Description

This course focuses on the Windows 10 operating system. In particular, it covers such topics and skills training as installation, upgrade, migration to Windows 10; deployment of Windows 10; configuration of hardware and applications; configuration of network connectivity and access to resources; configuration of mobile computing; and monitoring and maintaining operating system including recovery and backups. The course prepares the student for the following certifications: Testout Client Pro, Microsoft 70-698, and Microsoft 70-697.

Prerequisites:

Completion of Networking Fundamentals is strongly recommended. Students who have successfully completed the current CompTIA Network+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have 12 months or more of work

experience in IT networking, may proceed directly with Configuring Windows 7.

Certification:

This course prepares the student to successfully attain Microsoft's Configuring Windows 10 Certification by passing the Microsoft 70-697 certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

265

Installing and Configuring Windows Server 75 hours; 4 units

Course Description

This course is part one in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The course focuses on the initial implementation and configuration of core services, such as Networking, Storage, Active Directory Domain Services (AD DS), Group Policy, File and Print Services, and Hyper-V. The course maps directly to and is the preferred choice for hands-on preparation for the Microsoft Certified Solutions Associate (MCSA) Exam 70:410 *Installing and Configuring Windows Server 2012*, which is the first of three exams required for the MCSA: Windows Server 2012 credential.

Prerequisites:

Completion of Networking Fundamentals is strongly recommended. Students who have successfully completed the current CompTIA Network+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have 12 months or more of work experience in IT networking, may proceed directly with this course.

Certification:

This course prepares the student to successfully attain Microsoft's Installing and Configuring Windows Server 2012 Certification by passing the Microsoft 70-410 certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

266

Administering Windows Server 75 hours; 4 units

Course Description

Get hands on instruction and practice administering Windows Server 2012, including Windows Server 2012 R2, in this course. This course is part two in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The three courses collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some crossover of skills and tasks across these courses, this course focuses

on the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments.

Prerequisites:

Completion of Networking Fundamentals is strongly recommended. Students who have successfully completed the current CompTIA Network+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have 12 months or more of work experience in IT networking, may proceed directly with this course.

Certification:

This course prepares the student to successfully attain Microsoft's Administering Windows Server 2012 Certification by passing the Microsoft 70-411 certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

267

Configuring Advanced Windows Server Services

75 hours; 4 units

Course Description

This course is the third part in a series of three courses that provides the skills and knowledge necessary for implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks throughout these courses, this course (CIS 267 – 70-412), focuses on advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering, business continuity and disaster recovery services as well as access and information provisioning and protection technologies such as Dynamic Access Control (DAC), and Web Application Proxy integration with AD FS and Workplace Join.

Prerequisites:

Completion of Networking Fundamentals is strongly recommended. Students who have successfully completed the current CompTIA Network+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have 12 months or more of work experience in IT networking, may proceed directly with this course.

Certification:

This course prepares the student to successfully attain Microsoft's Configuring Advanced Windows Server 2012 Services Certification by passing the Microsoft 70-412 certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

246

Monitoring and Operating a Private Cloud

75 hours; 4 units

Course Description

This course describes how to monitor and operate a cloud with Microsoft® System Center 2012 R2. This course focuses on how to manage and administer a cloud environment, and it describes how you can monitor key infrastructure elements and applications that run within a cloud. This course is intended for cloud administrators who are responsible for monitoring and protecting the cloud infrastructure. It is also intended for solution architects who are responsible for designing cloud architectures and extending existing cloud solutions. The primary audience for this course is administrators who create service requests.

Prerequisites:

- Successfully passing the bottom three courses:
- Installing and Configuring Windows Server 2012
- Administering Windows Server 2012
- Configuring Advanced Windows Server 2012

247

Configuring and Deploying a Private Cloud 75 hours; 4 units

Course Description

This course equips students with the skills they require to configure and deploy a cloud using Microsoft System Center 2012 R2. This course is intended for cloud administrators who will be responsible for designing, installing and configuring a cloud infrastructure. Scope discussed in this course include design and deployment of System Center, Configuration of System Center infrastructure, the fabric, System Integration and deployment of VMs and services

Prerequisites:

Successfully passing the bottom four courses:

- Installing and Configuring Windows Server 2012
- Administering Windows Server 2012
- Configuring Advanced Windows Server 2012
- Monitoring and Operating a Private Cloud

Intermediate and Advanced Network Security

220

Certified Ethical Hacker 75 hours; 4 units

Course Description

This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be led into scanning and attacking their own networks. No real network is harmed. Students then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. This course prepares you for EC-Council Certified Ethical Hacker exam 312-50.

Covered Topics Include:

1. Ethics and Legal Issues
2. Footprinting
3. Scanning
4. Enumeration
5. System Hacking
6. Trojans and Backdoors
7. Sniffers
8. Denial of Service
9. Social Engineering
10. Session Hijacking
11. Hacking Web Servers
12. Web Application Vulnerabilities
13. Web Based Password Cracking Techniques
14. SQL Injection
15. Hacking Wireless Networks
16. Virus and Worms
17. Physical Security
18. Hacking Linux
19. IDS, Firewalls and Honeypots
20. Buffer Overflows
21. Cryptography
22. Penetration Testing Methodologies

Prerequisites:

Active CompTIA Security+ Certification is required.

Certification:

This course prepares the student to successfully attain EC Council's Certified Ethical Hacker Certification by passing the EC Council 312-50 certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

221

Advanced Network Security 75 hours; 4 units

Course Description:

The Certified Information Systems Security Professional (CISSP®) is a widely recognized information security certification. Individuals who have CISSP® certifications work for organizations to ensure the flow of data is secure and compliant with regulatory laws.

The CISSP® was the first credential in the field of information security, accredited by the ANSI (American National Standards Institute) to ISO (International Standards Organization) Standard 17024:2003. CISSP® certification is a globally recognized standard of achievement.

The CISSP® credential also qualifies for DOD 8570 level II/III requirements.

Covered Topics Include:

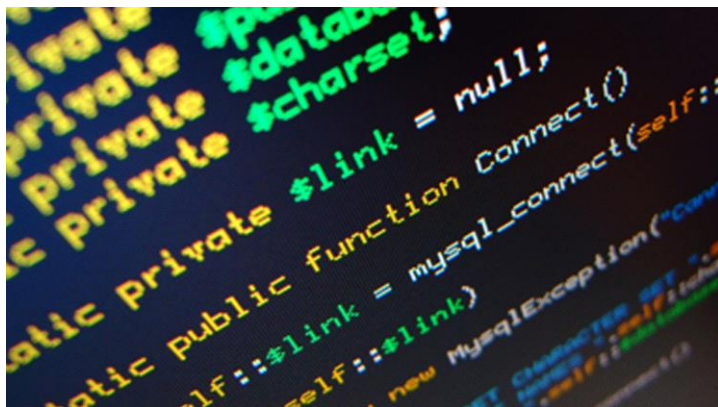
- Access Control
- Application Development Security
- Business Continuity and Disaster Recovery Planning
- Cryptography
- Information Security Governance and Risk Management
- Legal, Regulations, Investigations and Compliance
- Operations Security
- Physical (Environmental) Security
- Security Architecture and Design
- Telecommunications and Network Security

Prerequisites:

Active CompTIA Security+ Certification is required. Five years of on-the-job information security experience is highly recommended and is required to attempt the certification exam.

Certification:

This course prepares the student to successfully attain Certified Information Systems Security Professional (CISSP®) Certification by passing the Certified Information Systems Security Professional (CISSP®) certification exam. The student is required to have a minimum of 5 years experience in Information Security to be eligible for this certification. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.



222

Advanced Security Practitioner 75 hours; 4 units

Course Description

This course will ensure that the student has the technical knowledge and skills required to conceptualize, design, and engineer secure solutions across complex enterprise environments. The student will be able to apply critical thinking and judgment across a broad spectrum of security disciplines to propose and implement solutions that map to enterprise drivers.

Covered topics include:

1. Enterprise Security
2. Risk management, policy/procedure and legal
3. Research and analysis
4. Integration of computing, communications and business

Prerequisites:

Active CompTIA Security+ Certification is required. It is also recommended that the student have a minimum of 10 years experience in IT administration including at least 5 years of hands-on technical security experience before attempting the certification exam.

Certification:

This course prepares the student to successfully attain CompTIA Advanced Security Professional (CASP) Certification by passing the CompTIA Advanced Security Professional (CASP) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

Linux-based Operating Systems

230A

Installation and Configuration of Linux, Part 1

75 hours; 4 units

230B

Installation and Configuration of Linux, Part 2

75 hours; 4 units

Course Description:

CIAT's Installation and Configuration of Linux courses validate the fundamental knowledge and skills required of junior Linux administrators. They cover areas such as system architecture; Linux installation and package management; GNU and UNIX commands; devices, Linux file systems, and File System Hierarchy Standard. Professionals who pass the Linux+ courses can work at the Linux command line, perform maintenance tasks, assist users, and install and configure workstations.

Covered Topics Include:

1. GNU and UNIX commands
2. Devices, Linux File Systems, File System Hierarchy Standard
3. Linux Installation and Package Management
4. System Architecture
5. Networking Fundamentals
6. Administrative Tasks
7. Shells, Scripting and Data Management
8. Essential System Services
9. Security

Prerequisites:

It is highly recommended that the student has successfully completed both the CompTIA A+ and CompTIA Net+ certifications prior to attempting these courses. Installation and Configuration of Linux, Part 1 is a prerequisite for Installation and Configuration of Linux, Part 2. Students who have successfully passed the current CompTIA Linux+ Part 1 (LX0-101) certification exam within the last 12 months may proceed directly with Installation and Configuration of Linux, Part 2.

Certification:

These courses prepare the student to successfully attain CompTIA Linux+ Certification by passing the CompTIA Linux+ Part 1 (LX0-101) and CompTIA Linux+ Part 2 (LX0-102) certification exams. Taking these exams is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass these certification exams.

Virtualization

290

Network Virtualization 75 hours; 4 units

Course Description:

This hands-on training course explores installation, configuration, and management of VMware vSphere®, which consists of VMware ESXi™ and VMware® vCenter Server™. This course is based on versions of ESXi 5.5 and vCenter Server 5.5. At the end of the course, you should gain an understanding of the functionality in vSphere 5

Covered topics include:

1. Review of C++ Syntax
2. Creating Methods, Handling Exceptions, and Monitoring Applications
3. Developing the Code for a Graphical Application
4. Creating Classes and Implementing Type-safe Collections
5. Creating a Class Hierarchy by Using Inheritance
6. Reading and Writing Local Data
7. Accessing a Database
8. Accessing Remote Data
9. Designing the User Interface for a Graphical Application
10. Improving Application Performance and Responsiveness
11. Integrating with Unmanaged Code
12. Creating Reusable Types and Assemblies
13. Encrypting and Decrypting Data

Prerequisites:

Completion of 246 and 247 with C or above. This course is designed for students who have at least six months of system administration experience on Microsoft Windows or Linux operating systems.

Certification:

This course prepares the student to successfully attain VMWare's virtualization fundamentals certification by passing the VMWare VCP5-DCV certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

Course Availability: CIS240

This course is not currently scheduled to be taught during the time period covered by this catalog. This course may be offered, depending on demand. Please contact your Admissions Representative for information on possible offerings of this course.

CISCO Networking

270A

Cisco Configuration ICND1 75 hours; 4 units

Description

This course focuses on providing the skills and knowledge necessary to implement and support a small switched and routed network. For the purpose of this course, a small network is defined as 1 to 20 hosts connected to a single switch, with the switch running a single VLAN (VLAN1). The switch is also connected to a router providing a routed link (Routing Information Protocol [RIP] and default) to a simulated Internet and corporate office. ICND1 works from the bottom up, providing knowledge and skills as they are needed. The course starts with an introduction to networks. It then introduces host-to-host communications using TCP / IP. Next, Layer 2 devices (switches) are introduced into the network. Next, Layer 3 devices (routers) are introduced into the network. The introduction of Layer 3 devices leads to the use of WANs and routing to connect the site to the Internet and corporate sites.

Covered topics include:

1. Building Simple Network
2. Establishing Internet Connectivity
3. Managing Network Device Security
4. Building a Medium-sized Network
5. Introducing IPv6

Prerequisites:

Completion of Networking Fundamentals is strongly recommended. Students who have successfully completed the current CompTIA Network+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have 12 months or more of work experience in IT networking, may proceed directly with this course.

Certification:

This course prepares the student to attain the Cisco Certified Entry Network Technician (CCNT) certification by successfully passing the Cisco Interconnecting Cisco Network Devices, Part 1 (ICND1) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

270B

Cisco Configuration ICND2 75 hours; 4 units

Description

This course provides entry-level network administrators, network support, and help desk technicians with the knowledge and skills needed to install, configure, operate, and troubleshoot a small enterprise network. Cisco Configuration ICND2, is augmented by a virtual classroom

presentation, which focuses on understanding redundant topologies, troubleshooting common network issues, configuring EIGRP and multi-area OSPF in both IPv4 and IPv6, understanding Wide Area Network technologies, and becoming familiar with device management and Cisco licensing.

Covered topics include:

1. Implementing Scalable Medium-sized Networks
2. Troubleshooting Basic Connectivity
3. Implementing an EIGRP-based Solution
4. Implementing a Scalable Multiarea Network OSPF-Based solution
5. Wide Area Networks
6. Network Device Management

Prerequisites:

Completion of Cisco Configuration ICND1 is required. Students who have successfully completed the current Cisco Certified Entry Network Technician process within the last 12 months may proceed directly with this course.

Certification:

This course prepares the student to attain the Cisco Certified Network Associate (CCNA) certification by successfully passing the Cisco Interconnecting Cisco Network Devices, Part 1 (ICND1) and the Cisco Interconnecting Cisco Network Devices, Part 2 (ICND2) certification exams. Taking these exams is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass these certification exams.

271

Implementing Cisco IOS Network Security

75 hours; 4 units

Description

The course covers security controls of Cisco IOS devices as well as a functional introduction to the Cisco Adaptive Security Appliance (ASA). Using instructor-led discussion, lecture, and hands-on lab exercises, this course allows learners to perform basic tasks to secure a small branch office network using Cisco IOS security features available through web-based GUIs (Cisco Configuration Professional) and the CLI on Cisco routers, switches, and ASAs.

Covered topics include:

1. Course Introduction
2. Networking Security Fundamentals
3. Protecting the Network Infrastructure
4. Threat Control and Containment - Secure Connectivity

Prerequisites:

Completion of Cisco Configuration ICND2 is required. Students who have successfully completed the current Cisco Certified Network Associate certification process within the last 12 months may proceed directly with this course.

Certification:

This course prepares the student, in possession of a current CCNA, to attain the Cisco Certified Network Associate-Security (CCNA-Security) certification by successfully passing the Implementing Cisco IOS Network Security (IINS) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

272

Implementing Cisco IP Routing 75 hours; 4 units

Description

This course is designed to prepare CCNP candidates for the exam topics covered by the ROUTE exam (300-101). This course builds knowledge using a sequence of structured modules that provide an interactive, hands-on learning approach, enabling students to master the essential technology topics in a structured format. Instructional content is broken into manageable-sized segments with built-in assessments that provide students with feedback on their level of understanding and automated guidance back to sections of the training where further review may be needed.

A core element of this training is the ability to learn new concepts and reinforce understanding through a wide range of integrated lab scenarios. These labs utilize Cisco IOS Software with Layer 2 and Layer 3 features and a CLI supported on IOS version 15 releases. Discovery labs complement the instructional content and are used to introduce new concepts, while graded Challenge questions and labs allow students to test their understanding of concepts and, when needed, provide access to hints and varied degrees of guidance.

Covered topics include:

1. Network Principles
2. Layer 2 Technologies
3. Layer 3 Technologies
4. VPN Technologies
5. Infrastructure Security
6. Infrastructure Services

Prerequisites:

Completion of Implementing Cisco IOS Network Security, is required. Students who have successfully completed the current Cisco Certified

Network Associate - Security certification process within the last 12 months may proceed directly with this course.

Certification:

This course is one of three that prepares the student, in possession of a current CCNA-Security, to attain the Cisco Certified Network Professional-Security (CCNP-Security) certification by successfully passing one of four certification exams required for CCNP-Security designation, the Implementing Cisco IP Routing (300-101 ROUTE) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

273

Implementing Cisco IP Switching Networks

75 hours; 4 units

Description

This course is designed to prepare CCNP Routing and Switching candidates for the exam topics covered by the SWITCH exam (300-115). This course builds knowledge using a sequence of structured modules that provide an interactive, hands-on learning approach, enabling students to master the **essential** technology topics in a self-paced format. A core element of this training is the ability to learn new concepts and reinforce understanding through a wide range of integrated lab scenarios. These labs utilize Cisco IOS Software with Layer 2 and Layer 3 features and a CLI supported on IOS version 15 releases.

Instructional content is broken into manageable-sized segments with built-in assessments that provide students with feedback on their level of understanding and automated guidance back to sections of the training where further review may be needed. Discovery labs complement the instructional content and are used to introduce new concepts, while graded Challenge questions and labs allow students to test their understanding of concepts and, when needed, provide access to hints and varied degrees of guidance.

Covered topics include:

1. Configure and verify switch administration
2. Configure and verify Layer 2 protocols
3. Configure and verify VLANs
4. Configure and verify trunking
5. Configure and verify Ether Channels
6. Configure and verify spanning tree
7. Configure and verify other LAN switching technologies
8. Describe chassis virtualization and aggregation technologies
9. Configure and verify switch security features

10. Describe device security using Cisco IOS AAA with TACACS+ and RADIUS
11. Configure and verify first-hop redundancy protocols

Prerequisites:

Completion of Implementing Cisco IOS Network Security is required. Students who have successfully completed the current Cisco Certified Network Associate - Security certification process within the last 12 months may proceed directly with this course.

Certification:

This course is one of three that prepares the student, in possession of a current CCNA-Security, to attain the Cisco Certified Network Professional-Security (CCNP-Security) certification by successfully passing one of three certification exams required for CCNP-Security designation, the Implementing Cisco IP Switching Networks (300-135) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

274

Troubleshooting and Maintaining Cisco IP Networks

75 hours; 4 units

Description

This course is designed to prepare CCNP Routing and Switching candidates for the exam topics covered by the TSHOOT exam (300-135). This course builds knowledge using a sequence of structured modules that provide an interactive, hands-on learning approach, enabling students to master the **essential** technology topics in a self-paced format. A core element of this training is the ability to learn new concepts and reinforce understanding through a wide range of integrated lab scenarios. These labs utilize Cisco IOS Software with Layer 2 and Layer 3 features and a CLI supported on IOS version 15 releases.

Instructional content is broken into manageable-sized segments with built-in assessments that provide students with feedback on their level of understanding and automated guidance back to sections of the training where further review may be needed. Discovery labs complement the instructional content and are used to introduce new concepts, while graded Challenge questions and labs allow students to test their understanding of concepts and, when needed, provide access to hints and varied degrees of guidance.

Covered topics include:

1. Use Cisco IOS troubleshooting tools
2. Apply troubleshooting methodologies
3. Troubleshoot switch administration

4. Troubleshoot Layer 2 protocols
5. Troubleshoot VLANs
6. Troubleshoot trunking
7. Troubleshoot Ether Channels
8. Troubleshoot spanning tree
9. Troubleshoot other LAN switching technologies
10. Troubleshoot chassis virtualization and aggregation technologies
11. Troubleshoot IPv4 addressing and subnetting
12. Troubleshoot IPv6 addressing and subnetting
13. Troubleshoot static routing
14. Troubleshoot default routing
15. Troubleshoot administrative distance
16. Troubleshoot passive interfaces
17. Troubleshoot VRF lite
18. Troubleshoot filtering with any protocol
19. Troubleshoot between any routing protocols or routing sources
20. Troubleshoot manual and auto-summarization with any routing protocol
21. Troubleshoot policy-based routing
22. Troubleshoot suboptimal routing
23. Troubleshoot loop prevention mechanisms
24. Troubleshoot RIPv2
25. Troubleshoot EIGPR operations
26. Troubleshoot network types, area types, and router types
27. Troubleshoot OSPF
28. Troubleshoot BGP

Prerequisites:

Completion of Implementing Cisco IP Routing (272) and Implementing Cisco IP Switching Networks (273) are required. Students who have successfully completed the current Cisco Certified Network Associate - Security certification process within the last 12 months may proceed directly with this course.

Certification:

This course is one of three that prepares the student, in possession of a current CCNA-Security, to attain the Cisco Certified Network Professional-Security (CCNP-Security) certification by successfully passing one of three certification exams required for CCNP-Security designation, the Troubleshooting and Maintaining Cisco IP Networks (300-135) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

Software Development**ASD 101****The Fundamentals of Software Design**

75 hours; 4 units

Description

This course introduces students to basic concepts in programming and common baseline computer science topics. The focus of the course will be primarily C using Visual Studio 2015. Students establish a foundational knowledge base and aptitude required for pursuing more advanced computer science studies. C language concepts like data types, variables, program control, functions, structs, arrays, and pointers will be presented. Additional topics introduced include text editors, IDEs, compilers, linkers, runtime execution, versioning, source control, memory, and data layers. Upon completion of the course students will be able to understand how to create, modify, and maintain basic C programs to provide software-based solutions.

Prerequisites:

Students must have experience using a keyboard and mouse in a GUI-based OS such as Microsoft Windows or Linux, and understand how to download and install programs found on the Internet.

ASD 102**Object-Oriented Programming with C++**

75 hours; 4 units

Description

This course introduces students to intermediate concepts in programming and computer science topics. The focus of the course will be primarily C++ using Visual Studio 2015. Students build on previously solidified knowledge and gain leverage for better understanding of advanced computer science studies. C++ language concepts like classes, objects, constructors, inheritance, polymorphism, and the C++ standard library will be presented. Additional topics introduced include versioning, source control, data structures, and memory management. Upon completion of the course students will be able to understand how to create, modify, and maintain C++ programs to provide in-depth software-based solutions.

Prerequisites:

Students must have completed ASD101 with a satisfactory grade.

ASD 103**Relational Database Management Systems and SQL**

75 hours; 4 units

Description

This course introduces students to relational databases and Structured Query Language (SQL). The focus of the course will be primarily SQL using MySQL and MySQL Workbench. Students acquire foundational understanding of databases, how they are structured, and how transactions are performed on database. SQL language concepts concerning creating, reading, updating, and deleting data will be presented. Additional topics introduced include data types, tables, keys, relationships, functions, indexes, views, stored procedures, and optimization and replication. Upon completion of the course students will be able to understand how to create, modify, and maintain SQL databases to provide in-depth software-based solutions.

Prerequisites:

Students must have completed SD102 with a satisfactory grade.

ASD 150**Operating System Concepts** 75 hours; 4 units**Description**

This course provides a thorough guided exploration of both the theoretical and practical ideas involved in the production of modern operating systems. Operating system concepts like computer system organization and architecture, system calls, process management, threads, scheduling, file systems, system I/O, and distributed systems will be presented. Upon completion of the course students will be in a position to understand how the programs they write influence and likewise are influenced by the entirety of a modern computer system.

Prerequisites:

Students must have completed ASD103 with a satisfactory grade.

ASD 170**Front-End Development with HTML, CSS, and JavaScript**

75 hours; 4 units

Description

This course provides an introduction to the fundamentals of 3 of the most widely-adopted technologies in the world today: HTML, CSS, and JavaScript. Topics explored include HTML structure, syntax, and usage, CSS styling and layout, and JavaScript programming. Additional topics include the Document Object Models, jQuery, AJAX, and JSON. Upon completion of the course students will be able to understand how modern websites are built, as well as be able to write their own, and add functionality as found throughout the Internet.

Prerequisites:

Students must have completed ASD150 with a satisfactory grade.

ASD 190**Internet Architecture with PHP and other OSS**

75 hours; 4 units

Description

This course covers core and advanced skills involved in using PHP and MySQL to design and support dynamic web sites according to established standards. The scope of this course supports today's business needs and allows students to learn practical skills to create database-enabled web applications. Advanced PHP programming concepts enable web developers to implement and maintain dynamic databases and securely process web forms of various complexity using PHP programming and MySQL database environment. Moreover, the course introduces other popular Open Source Software (OSS) solutions.

Prerequisites:

Students must have completed ASD170 with a satisfactory grade.

ASD 210**Python Fundamentals and Best Practices** 75 hours; 4 units**Description**

This course introduces students to concepts in Python programming including syntax, statements and control flow, expressions, methods, and typing. Students build upon the foundations provided in previous courses, developing their understanding of Python objects, collections, regular expressions, and database usage, as well as an introduction to the popular Python web framework Django. Upon completion of the course students will be able to understand how to create and modify Python programs as well as implement full-stack Django websites.

Prerequisites:

Students must have completed ASD190 with a satisfactory grade

ASD 215**C# Business Programming** 75 hours; 4 units**Description**

This course continues building on the foundations put in place by C and C++, focusing on the higher-level abstractions found in Microsoft's C#, as well as some Microsoft-specific presentation technology such as the Windows Presentation Foundation. The course will be primarily C# using Visual Studio 2015. Students establish advanced C# knowledge required for pursuing more emergent computer science topics. C# language concepts like generics, LINQ, delegates, singleton patterns, interfaces, and asynchronous programming will be presented. Additional topics introduced include Windows forms, XML, WPF graphics, and an introduction to ASP.NET. Upon completion of the course students will be able to understand how to create, modify, and maintain C# programs to produce Windows software.

Prerequisites:

Students must have completed ASD190 with a satisfactory grade

ASD 220**Linux Administration and Shell Scripting** 75 hours; 4 units**Description**

This course provides a thorough discussion on the anatomy and behavior of legacy UNIX and modern Linux operating systems. Mostly from an administrator's perspective, concepts like scripting, shells, processes, drivers, kernels, networking, Linux file systems, DNS, security, virtualization, and terminals will be presented. Upon completion of the course students should have a thorough and robust understanding of the Linux operating system, and be able to manage and administer Linux systems.

Prerequisites:

Students must have completed ASD190 with a satisfactory grade

ASD 225**Windows Development and Administration** 75 hours; 4 units**Description**

This course further explores Microsoft's .NET framework, this time in the context of Windows systems programming and administration. Students continue to expand their practical knowledge of .NET and are introduced to PowerShell, Microsoft's command and scripting language which is considered to be analogous to Linux's Bash command language. Topics explored include object lifetime, reflection, dynamic language runtime, CIL, dynamic assemblies, multithreaded programming, object serialization, ADO.NET, the Entity Framework, Windows Communication Foundation, and PowerShell. Upon completion of the course students will be able to understand how to utilize the power of the .NET Framework and PowerShell for providing comprehensive system solutions in a Windows environment.

Prerequisites:

Students must have completed ASD215 with a satisfactory grade

ASD 227**iOS Programming with Objective-C and Swift**

75 hours; 4 units

Description

This course presents an introduction to Apple iOS app development tools and technologies and utilizes previous course work to enable the student to understand and develop a fully functional iOS app. The course will be split between Objective-C and Swift programming languages, focusing on iOS, but will introduce OSX concepts where applicable. Concepts introduced will include optionals, dictionaries, sets, closures, callbacks, blocks, protocols, NSStrings, and NSArray. Additional topics introduced include Cocoa programming, application state, localization, views, touch events, and core data. Upon completion of the course students will be able to understand how to create, modify, and maintain Objective-C and Swift programs to produce iOS software.

Prerequisites:

Students must have completed ASD210 with a satisfactory grade

ASD 230**Open Source Servers** 75 hours; 4 units**Description**

This course provides an introduction to open source server technologies, including Apache HTTP Server and Nginx HTTP Server, and finally a special focus on Heroku. Topics covered include installing, building, and configuring Apache, hosting, server performance, security, and load balancing. Additionally the course focuses on Heroku, the Platform as a Service used to host web sites. Heroku is not an open source technology, but is a favorite choice among open source developers for web hosting solutions. Upon completion of the course students will be able to install, configure, deploy to, and manage Apache and Nginx, as well as understand the strategic differences between Apache and Nginx, and Heroku.

Prerequisites:

Students must have completed ASD202 with a satisfactory grade

ASD 235**SQL Server and T-SQL** 75 hours; 4 units**Description**

This course provides an in-depth treatment of Microsoft's relational database management system, SQL Server, as well as Microsoft's proprietary flavor of SQL technology, T-SQL. The course material builds upon prior coursework with SQL, and explores topics including T-SQL queries, query tuning, multi-table queries, grouping, pivots, windowing, T-SQL for Microsoft BI, objects, OLTP, graphs, and recursive queries. Upon completion of the course students will be confident performing detailed and complex SQL and RDBMS operations in a Microsoft environment.

Prerequisites:

Students must have completed ASD225 with a satisfactory grade



ASD 247**Android App Development with Java** 75 hours; 4 units**Description**

This course introduces students to concepts in Android programming including GUI design and layout, actions, views, and other concepts central to Android apps. Students build upon the foundations provided in previous courses, developing their understanding of Android specific technologies including fragments, toasts, the asset manager, array adapters, intents and SQLite database usage. Upon completion of the course students will be able to understand how to create and modify production-quality Android apps as well as how to make their apps available for download on Google Play.

Prerequisites:

Students must have completed ASD190 with a satisfactory grade

ASD 255**Web Development with ASP.NET MVC** 75 hours; 4 units**Description**

This course provides an introduction to Microsoft's web development technology, ASP.NET MVC. The course material focuses on MVC patterns, including models, views, and controllers, as well as navigation, URL routing, actions, and validation. Other topics include MVC website management, administration, and security. A thorough understanding of C# and the .NET framework is foundational and required for the acquisition of these more applied concepts. Upon completion of the course students will be able to plan and construct an entire ASP.NET MVC website.

Prerequisites:

Students must have completed ASD235 with a satisfactory grade

ASD 260**MEAN Stack Development** 75 hours; 4 units**Description**

This course provides an introduction to full stack open source web development using MongoDB, Ember.JS, Angular.JS, and Node.JS, otherwise known as the MEAN stack. Students will be exposed to the entire MEAN stack, and then follow up with an in-depth look at Node.JS. Topics covered include non-relational databases, back-end frameworks, authentication, templating, application data, and deployment. Upon completion of the course students will be able to build full stack, single-page applications using the MEAN stack.

Prerequisites:

Students must have completed ASD230 with a satisfactory grade

ASD 265**Cloud Computing with Microsoft Azure** 75 hours; 4 units**Description**

This course introduces students to cloud hosting and services from the perspective of Microsoft Azure. This course is unique in that we step away from programming and focus on these technologies more from an IT perspective. Students will learn about configuration and management of Azure, web hosting, SQL in the cloud, and monitoring and diagnostics. Upon completion of the course students will be able to host and manage in the cloud, ASP.NET applications they or others have created.

Prerequisites:

Students must have completed ASD235 with a satisfactory grade

ASD 267**Virtual Reality with Google Cardboard and Unity**

75 hours; 4 units

Description

This course introduces students to 2 technology platforms: Unity 3D and Google VR, developing previously established content concerning C# and Android apps. Students develop their understanding of Unity topics including 3D space, assets, movement and animation, and interactivity, as well as VR-specific concepts including VR builds, gaze, VR rendering, and world space. Upon completion of the course students will be able to understand how to create and modify production-quality VR apps ready for deployment to online content distribution channels.

Prerequisites:

Students must have completed ASD227 with a satisfactory grade

ASD 277**Embedded Computers and the Internet of Things**

75 hours; 4 units

Description

This course introduces students to embedded computing and the Internet of Things using Raspberry Pi as the main focus. Building upon previous coursework in Python and web and app technologies, students explore topics including embedded computers, computer electronics, hardware input/output, sensors, making information available to the Internet, and kernels and kernel programming. Upon completion of the course students will be able to understand how to create small-scale IoT-enabled hardware projects which make information available from remote locations.

Prerequisites:

Students must have completed ASD210 with a satisfactory grade

ASD 280**Django Framework** 75 hours; 4 units**Description**

This course introduces students to the popular Python web framework Django. Students build upon the foundations provided in previous courses, with special attention to Django topics including models, queries, views, forms, templates, tags, filters, REST APIs, testing, documentation, asynchronous programming, security, deployment, Platforms as a Service, continuous integration, and debugging. Upon completion of the course students will be able to understand how to implement full-stack, production-quality Django websites.

Prerequisites:

Students must have completed ASD215 with a satisfactory grade

ASD 290**Ruby on Rails Framework** 75 hours; 4 units**Description**

This course explores Ruby and Ruby's web development framework, Ruby on Rails. Topics covered include Ruby syntax, variables, control structures, methods, classes, blocks, and DSLs. Additionally the course focuses on Ruby on Rails topics, including static pages, layouts, models, authentication, CRUD patterns, accounts and passwords, and deployment. Upon completion of the course students will be able to design and build Ruby on Rails websites for use in production environments.

Prerequisites:

Students must have completed ASD230 with a satisfactory grade

ASD 295**Augmented Reality with Microsoft HoloLens** 75 hours; 4 units**Description**

This course introduces students to the emergent world of Augmented Reality, using Microsoft's HoloLens. Students build upon all previous course content, specifically content involving C#, Windows development, and Unity, to develop their understanding of holographic computing topics including holographic objects, spatial mapping, spatial sound, gaze, gestures, and voice control. Upon completion of the course students will be able to understand how to create and modify Microsoft HoloLens augmented reality apps.

Prerequisites:

Students must have completed ASD277 OR ASD265 with a satisfactory grade.

Office Productivity**BUS 101****Word Processing Fundamentals** 45 hours; 3 units**Course Description**

This course shows you how to create documents using templates; customize your document using themes, page layouts, and tables; add images and multimedia to your document; work with document revisions; and protect and finalize your document.

Covered topics include:

1. Working with Templates
2. Using Document-wide Settings
3. Document Navigation
4. Page Layout Options
5. Using and Modifying Tables
6. Inserting Images
7. Document Review and Revisions
8. Formatting Paragraphs and Line Spacing
9. Controlling Content Flow
10. Background and Watermark
11. Working with Video
12. Working with References
13. Using a Table of Contents
14. Protecting a Document
15. Printing Documents

Prerequisites:

There are no required prerequisites for this course.

Certification:

This course prepares the student to successfully attain the Microsoft Office Specialist, Word certification by successfully passing the Microsoft Word 2013 (77-418) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this licensing exam.

Course Availability: BUS101

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

BUS 102**Spreadsheets Fundamentals** 45 hours; 3 units

Course Description

In this course you will gain a fundamental understanding of the Excel environment and the ability to complete tasks independently. You will learn the correct application of the principal features of Excel 2013. You will learn to create and edit a workbook with multiple sheets for a variety of purposes and situations. Examples include professional-looking budgets, team performance charts, sales invoices, and exercise logs.

Covered topics include:

1. Create worksheets and workbooks
2. Navigate through worksheets and workbooks
3. Format worksheets and workbooks
4. Customize options and views for worksheets and workbooks
5. Configure worksheets and workbooks to print or save
6. Format cells and ranges
7. Order and group cells and ranges
8. Create a table
9. Modify a table
10. Filter and sort a table
11. Utilize cell ranges and references in formulas and functions
12. Summarize data with functions
13. Utilize conditional logic in functions
14. Format and modify text with functions
15. Create a chart
16. Format a chart
17. Insert and format an object

Prerequisites:

There are no required prerequisites for this course.

Certification:

This course prepares the student to successfully attain the Microsoft Office Specialist, Excel certification by successfully passing the Microsoft Excel 2013 (77-420) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this licensing exam.

Course Availability: BUS102

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

BUS 103

Presentation Applications 45 hours; 3 units

Course Description

This course guides students through typical PowerPoint use and shows them how to get the most out of PowerPoint features to work effectively and efficiently with templates, themes, and styles.

Covered topics include:

1. Creating and Managing Presentations
2. Using PowerPoint Templates
3. Using Slide Masters
4. Presentation Options and Views
5. Configuring and Presenting Slideshows
6. Creating, Inserting, and Formatting Slides
7. Working with Slide Elements and Style
8. Ordering and Grouping Shapes and Slides
9. Using Layouts
10. Working and Modifying Text, Tables, Charts, and SmartArt, Photos, and Images
11. Inserting and Formatting Media
12. Working with Transitions and Animations
13. Protecting and Sharing Presentations
14. Managing Reviews

Prerequisites:

There are no required prerequisites for this course.

Certification:

This course prepares the student to successfully attain the Microsoft Office Specialist, Power Point certification by successfully passing the Microsoft Power Point 2013 (77-422) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this licensing exam.

Course Availability: BUS103

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

BUS 104

Database Management 45 hours; 3 units

Description

This course guides students through two scenarios for creating databases. Initially you will create a very simple, standardized database from a template and then go on to create a customized database. Upon completion of the course, you will understand tables, relationships, queries, forms and reports.

Covered topics include:

1. Creating an Access Web Application
2. Creating a Database
3. Use tables and forms for data entry
4. Query the database
5. Searching Data Using Filters
6. Presenting Data with Reports
7. Parameterized Queries
8. Customizing Databases
9. Creating Forms
10. Creating Reports
11. Access storage
12. Migrating to SharePoint
13. Connecting to SQL Server

14. Analyze your database

Prerequisites:

There are no required prerequisites for this course.

Certification:

This course prepares the student to successfully attain the Microsoft Office Specialist, Access certification by successfully passing the Microsoft Access 2013 (77-424) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this licensing exam.

Course Availability: BUS104

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

BUS 105**Business and Email Management** 45 hours; 3 units**Description**

This course shows you how to customize the Outlook user interface, send and respond to emails and meeting requests, manage the calendar, schedule meetings and appointments, organize contacts, create and modify tasks, and use notes.

Covered topics include:

1. Introduction to Outlook 2013
2. Managing multiple outlook accounts
3. Customizing the Outlook User Interface
4. Creating, Responding, and Formatting Emails
5. Formatting Item Content and Working with Attachments
6. Creating, Adding, and Assigning Signatures
7. Cleaning up Messages
8. Outlook Rules
9. Managing Automatic Messages
10. Managing Outlook Contacts
11. Using Social Connectors
12. Managing your Outlook calendar
13. Creating and Manipulating Meetings, Appointments, and Events
14. Creating, Working, and Using Tasks and Notes

Prerequisites:

There are no required prerequisites for this course.

Certification:

This course prepares the student to successfully attain the Microsoft Office Specialist, Outlook certification by successfully passing the Microsoft Outlook 2013 (77-423) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this licensing exam.

Course Availability: BUS105

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

Media Arts – Graphic Design**GRD 101****Introduction to Graphic Design** 45 hours; 3 units**Description**

Understanding the basic principles, and theory, behind great graphic design is fundamental to becoming a designer. Understanding, and employing, the principles of typography and color theory can strengthen the impact of your message. This course covers foundational graphic design best practices. Students learn about the grid as it relates to design, color theory and typography. Students will also learn about the history and current trends in graphic design and typography.

Covered topics include:

1. Introduction to fundamentals of design core concepts
2. Introduction to typography
3. Introduction to color
4. Planning your project
5. Getting started with Illustrator
6. Getting started with Photoshop
7. Getting started with InDesign
8. Creating, finding and managing Color Themes
9. Foundations of typography

Course Availability: GRD101

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

GRD 102**Image Manipulation** 45 hours; 3 units**Description**

This course introduces the student to basic concepts in image manipulation through working with Adobe Photoshop. Building on key graphic design foundations introduced in GRD101, the student will gain comfort working in the Photoshop environment by completing assigned projects and exercises. While the course will focus primarily on gaining proficiency with Photoshop, students will be introduced to other useful programs in the Adobe Suite of products.

Covered topics include:

1. Adobe Bridge

2. Camera RAW essentials
3. Photoshop Interface Essentials
4. Documents and Navigation
5. Digital Image Essentials
6. Cropping and Scaling
7. Working with Layers
8. Selection and Layer Masks
9. Tone and Color Correction with Adjustment Layers
10. Retouching Essentials
11. Combining Multiple Images
12. Essential Filters
13. Essentials Blend Modes
14. Type Essentials
15. Basic Shapes
16. Essential Layer Effects and Styles

Course Availability: GRD102

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

GRD 103

Digital Illustration 45 hours; 3 units

Description:

This course introduces the student to basic concepts in digital illustration through working with Adobe Illustrator. Building on key graphic design foundations introduced in GRD101, and GRD102 the student will gain comfort working in the Illustrator environment by completing assigned projects, and exercises. The course will cover, but not be limited to: document setup, vector graphic vs. raster graphics, value studies, logo creation, info-graphics, schematic illustration and more. While the course will focus primarily on gaining proficiency with Illustrator, students will be introduced to other useful programs in the Adobe Suite of products.

Covered topics include:

1. Selecting and Transforming
2. Working with Paths, Strokes, Styles, Colors
3. Using Type
4. Adjusting Appearance
5. Working with Layers
6. Drawing in Perspective
7. Saving, and Exporting

Course Availability: GRD103

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

GRD 201

Graphic Design for Print 45 hours; 3 units

Description:

This course introduces the student to advanced concepts in digital prepress production through working with Adobe InDesign. Building on key graphic design foundations introduced in GRD101, GRD102, and GRD103 the student will gain comfort working in the InDesign environment by completing assigned projects and exercises. The course will cover, but not be limited to: document setup, printing standards and techniques, ink, paper types, use of black and white in print, color, typography, and more. While the course will focus primarily on gaining proficiency with InDesign, students will be introduced to other useful programs and practices.

Covered topics include:

1. Understanding the workspace
2. Creating Documents
3. Using Type
4. Objects
5. Paths
6. Saving and Exporting
7. Long Documents and Interactive Documents

Course Availability: GRD201

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

GRD 202

Graphic Design for the Web 45 hours; 3 units

Description:

This course introduces the student to advanced concepts in graphic design for the web, working with Adobe Photoshop, Illustrator, and InDesign. Building on key graphic design foundations introduced in GRD101, GRD102, GRD103, and GRD201 the student will enhance their skills and experience developing graphics for online use. The course will cover, but not be limited to: slicing, online document formats, size and resolution standards, online advertising formats, interactive graphics, scalable vector graphics, and simple animations. While the course will focus primarily on gaining mastery of Photoshop, Illustrator, and InDesign, students will be introduced to other useful programs and practices.

Covered topics include:

1. Why use Photoshop for web design?
2. Decoding the mysteries behind screen size and resolution
3. Giving your website a purpose with a content strategy
4. Customizing a web workspace in Photoshop
5. Designing responsively
6. Creating wireframes on a grid
7. Choosing colors and fonts

8. Developing a UI kit with Photoshop
9. Assembling a page mockup
10. Creating image sprites
11. Optimizing images
12. Integrating with the rest of the Adobe CC

Course Availability: GRD202

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

GRD 301

Portfolio Creation 45 hours; 3 units

Description:

This course focuses on creating your portfolio. The course content builds on key graphic design foundations introduced in GRD101, GRD102, GRD103, GRD201 and GRD202. The student employs the skills and experience from previous classes in designing and developing their own portfolio. The course will cover, but not be limited to: print and web document setup, size and resolution standards, prepress, color matching, and presentation skills. While the course will focus primarily on portfolio production and gaining mastery of InDesign, students will be introduced to other useful programs and practices.

Covered topics include:

1. What is important for a first portfolio?
2. Online portfolios vs. hard copies
3. Advice for young designers
4. The value of design history
5. Staying on top of the latest design trends

Course Availability: GRD301

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.



Media Arts Web Design



WEB 101

Introduction to Web Design 45 hours; 3 units

Description:

Introduction to Web Design is a survey of web design and development techniques and technologies, fundamental concepts, terms, and best practices involved in professional web design. At the end of the course, they will create a basic HTML page utilizing the concepts learned.

Covered topics include:

1. Beginning HTML and CSS
2. HTML First
3. Creating HTML Content
4. CSS: Cascading Style Sheets
5. Customizing Colors and Fonts
6. Styling Web Pages and Navigation
7. Adding Pages to a Website
8. Responsive Web Design and Testing
9. Sharing a Website
10. Debugging HTML and CSS Problems
- 11.

Course Availability: WEB101

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

WEB 102

Responsive Web Design 45 hours; 3 units

Description:

In this course students learn a mobile first approach to web design. The course will build on the foundations provided in Introduction to Web Design, including but not limited to: HTML5, CSS3, and responsive design best practices. Upon completion of this course the student will be able to build both responsive websites, and sites optimized for specific mobile devices on both the Android, and iOS platforms. Students will also learn how to test, and debug their work, and finally how to publish a website to the internet via FTP.

Covered topics include:

1. CSS Foundations
2. CSS Layout Techniques
3. Aesthetic Foundations
4. Design Foundations

Course Availability: WEB102

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

WEB 103

Intermediate Web Design 45 hours; 3 units

Description:

In this course students build upon the foundations provided in previous courses, developing their skills as website designers by focusing on developing their programming, and design skills. The course introduces social media design concepts in addition to basic content management system setup using WordPress. Upon completion of this course the student will be able to setup, and customize a WordPress based website, and seamlessly integrate social media into their page designs. Students will also learn how to work with social media APIs including Facebook, and Twitter to build their own basic social media apps.

Covered topics include:

1. How to make a website with WordPress
2. Local WordPress Development
3. The WordPress Codex
4. How to Build a WordPress Theme
5. Customizing the WordPress Admin Area
6. How to Build a WordPress Plug-in

Course Availability: WEB103

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

WEB 201

Programming for the Web 45 hours; 3 units

Description:

This course introduces students to basic concepts in programming for the web using a variety of tools and techniques including: JavaScript, jQuery, XML, MySQL, and PHP. Students build upon the foundations provided in previous courses, developing their skills as website designers by focusing on developing their programming skills. The course introduces concepts related to variables, arrays, functions, server-side, and client-side programming. Upon completion of the course students will be able to understand how to create, and modify, basic JavaScript and jQuery programs to make their web pages interactive.

Covered topics include:

1. How to Make a Website
2. CSS Foundations
3. Introduction to Programming
4. JavaScript Foundations
5. HTML Forms
6. Interactive Web Pages with JavaScript
7. jQuery Basics
8. HTML Tables
9. AJAX Basics
10. Accessibility

Course Availability: WEB201

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

WEB 202

User Interface Design & Mobile Development

45 hours; 3 units

Description:

Time to put yourself in the shoes of the visitor and really start designing for the best possible user experience. Take your learning's from previous courses, and craft intuitive, thoughtful designs that demonstrate an understanding of your audience. This course builds on the student's basic understanding of programming for the web and the "mobile first" development approach to build a fully functioning web application using the Android development environment. Although this course focuses on Android development the techniques learned herein should be applicable to other programming pursuits. The course introduces concepts related to scalability, debugging, UI/UX, and more. Upon completion of the course students will be able to understand how to create, and modify, basic web applications.

Covered topics include:

1. Getting Started with Android
2. Creating The Screen Layout
3. Basic Android Programming
4. Testing and Debugging

Course Availability: WEB202

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.



WEB 301

Online Portfolio Creation 45 hours; 3 units

Description:

This course focuses on developing the student's portfolio, and their presentation skills. The course is a culmination of the program, allowing the student the opportunity to collect and refine their work into one package for presentation to future clients and/or employers. Upon completion of the course students will have a completed portfolio website.

Covered topics include:

1. Portfolio Development
2. Starting a Business

Course Availability: WEB301

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

General Education Courses

ENG 100

College Reading and Composition 45 hours; 3 units

Course Description:

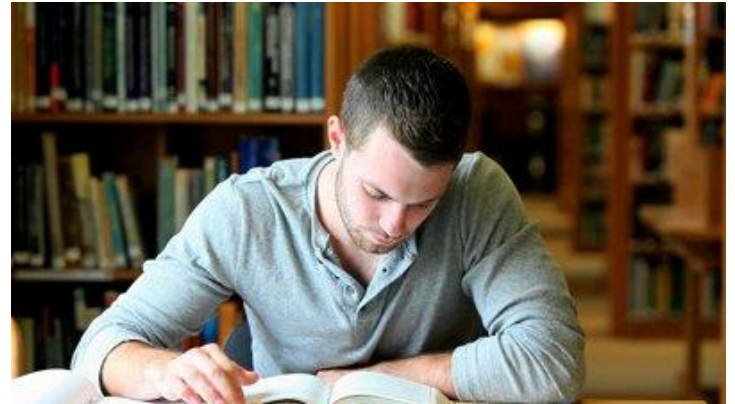
Provides a foundation for the level of critical thinking necessary for college and professional success. Emphasis is on language skills and the processes of input, synthesis, and expression.

Objectives: Upon successful completion of this course, the student will have:

1. Developed deep learning practices founded on active reading and using reasoning and evidence in a clear, well-structured manner
2. Approached academic and professional writing as a disciplined process
3. Advanced writing skills through attention to clarity, unity, coherence, and development
4. Gained practice in the skills needed to participate in discourse beyond the classroom

Prerequisites:

There are no prerequisites for this course.



ENG 101

English Composition 45 hours; 3 units

Course Description:

Provides guided practice in the conventions of academic writing, critical thinking, and informational literacy. Develops essential writing skills, including organizing, developing, and supporting ideas. Writing-centered practice includes prewriting, blogging, collaborative writing, peer review, sentence and paragraph construction, and the research writing process.

Analyze a variety of texts and their rhetorical structures, arguments and themes. Identify main ideas, types of evidence, organizational patterns, rhetorical strategies, and fact vs. opinion. Type of texts: critical, informative, argumentative, analytical and fictional.

Course Objectives: Upon successful completion of this course, the student will have:

1. Analyzed and interpreted published texts
2. Become proficient in academic writing situations, making appropriate rhetorical choices according to audience and purpose
3. Gained practice in collaborative authorship, and developed other life-long, practical writing skills
4. Located, evaluated, and synthesized credible source material, and applied ethical standards for the use of source information

Prerequisites:

There are no prerequisites for this course.

ENG 150

Oral Communication Skills 45 hours; 3 units

Course Description:

Provides guided practice in developing public speaking skills, with emphasis placed on rhetoric, audience, the organization and support of ideas, and delivering clear and effective messages.

ENG 201

Literature and the Art of the Narrative 45 hours; 3 units

Course Description:

This course explores the ways in which writers use different media to tell stories and relate cultural and universal experiences to readers. Media represented in this course include a short story, a graphic novel, a television series, a film, a video game, and a novel. The course provides guided practice in analyzing and discussing narrative techniques through collaborative authorship, peer review, blogging, and out-of-class written projects.

Course Objectives: Upon successful completion of this course, the student will have:

1. An understanding of narrative theory and will have engaged with texts at a sophisticated and empathetic level
2. Analyzed narrative techniques across different forms in order to boost one's own abilities in authorship
3. Written informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content
4. Drafted and executed a comparative literary analysis essay, demonstrating proficiency in critical thinking and the ability to articulate a supported argument with attention to correctness in grammar, word choice, mechanics, and formatting

Prerequisites:

ENG101 or equivalent transferred course.

MTH 101

Intermediate Algebra 45 hours; 3 units

Course Description: This course will include, but is not limited to, the following concepts:

1. Basic concepts of Algebra
2. Polynomials
3. Linear and Quadratic equations
4. Functions and their Graphs
5. Slopes and Lines

Activities will include solving problems and using appropriate technological tools.

Course Objectives: Upon successful completion of this course, the student should be able to:

1. Apply algebraic properties and problem-solving strategies to simplify or solve polynomial, radical, and rational expressions.
2. Create and interpret graphs of equations.
3. Solve linear equations in one variable
4. Solve rational equations.
5. Solve quadratic equations using different methods.
6. Given the text, evaluate and graph functions.
7. Determine the equation of parallel and perpendicular lines

MTH 105

College Algebra 45 hours; 3 units

Course Description: This course will include, but is not limited to, the following concepts:

1. Exponential and Logarithmic Functions
2. Systems of Linear Equations
3. Matrices and Determinants
4. Sequences and Probability

Activities will include solving problems and using appropriate technological tools.

Course Objectives: Upon successful completion of this course, the students should be able to:

1. Perform operations using the properties of logarithmic functions.
2. Solve logarithmic and exponential equations.
3. Solve Systems of linear equations in two variables

4. Solve Linear Systems using Matrices
5. Solve problems involving sequences.
6. Solve problems involving counting, permutations, combinations, and probability.

Prerequisites:

MTH101 or equivalent prior course.

MTH 110

Plane Geometry 45 hours; 3 units

Course Description:

This is an introductory course in Euclidean geometry. Through the use of definitions, and theorems the student is encouraged to write proofs using deductive reasoning. Where possible, critical thinking skills are invoked to solve real world applications.

Course Objectives: After completing this course, the student should gain an understanding of parallel and perpendicular lines, congruence, properties of triangles, three dimensional concepts, conics, angles, polygons, circles, area, perimeter, surface area and volume.

1. Lines, Angles and Triangles
2. Quadrilaterals and Circles
3. Areas of Polygons and Circles
4. Analytic Geometry

Prerequisites:

MTH105 or equivalent prior course.

MTH 120

Trigonometry 45 hours; 3 units

Course Description: This course will include, but is not limited to, the following concepts:

1. Trigonometric Functions
2. Analytic Trigonometry
3. Polar Coordinates
4. Vectors

Activities will include solving problems and using appropriate technological tools.

Course Objectives: Upon successful completion of this course, the students should be able to:

1. Convert between radians and degrees and determine length of circular arc.
2. Use right triangles to evaluate trigonometric functions.

3. Use right triangle trigonometry to solve applied problems
4. Use fundamental trigonometric identities
5. Use Sum and Difference Formulas for Sine, Cosine and Tangent.
6. Use Double Angle and Power Reducing Formulas.
7. Use Law of Sines and Law of Cosines to solve application problems.

Prerequisites:

MTH105 or equivalent prior course.

MTH 140

Statistics 60 hours; 4 units

Course Description: This course will include, but is not limited to, the following concepts:

1. Histograms
2. Average and Standard Deviation
3. Normal Approximation for Data
4. Correlation
5. Regression

Activities will include solving problems and using appropriate technological tools.

Course Objectives: Upon successful completion of this course, the student should be able to:

1. Collect, organize, analyze and display real-life data with the help of frequency tables and histograms.
2. Determine the mean, median, quartiles, inter-quartile range, variance, standard deviation of a given raw data set.
3. List key characteristics of normal distribution.
4. Draw the scatter plot for a given set of raw data to show correlation.
5. Determine the least squared line of regression.

Prerequisites:

MTH120 or equivalent prior course.

MTH 150

Pre-Calculus 60 hours; 4 units

Course Description: This course will review some of the foundational topics needed for an in-depth study of Calculus. Aspects of algebra and other math courses will be reviewed with special emphasis on functions. Upon completion of this course the student could enroll in Calculus I. This course will include, but is not limited to, the following concepts:

1. Quadratic functions

2. Polynomials
3. Rational functions
4. Exponentials
5. Graphs

Activities will include solving problems and using appropriate technological tools.

Course Objectives: Upon completion, students will be able to solve practical problems and use appropriate models for analysis.

1. Solve quadratic equations
2. Solve rational equations
3. Graph polynomial, exponential and logarithmic functions
4. Find integer roots of polynomial equations
5. Solve exponential and logarithm equations

Prerequisites:

MTH105 or equivalent prior course.

MTH 161

Calculus I 60 hours; 4 units

Course Description:

This course will begin the detailed study of Calculus with differentiation. Upon completion of this course the student could enroll in Calculus II. This course will include, but is not limited to, the following concepts:

1. Functions and Models
2. Limits and Derivatives
3. Differentiation rules
4. Applications of differentiation

Activities will include solving problems and using appropriate technological tools.

Course Objectives: Upon completion, students will be able to solve practical problems and use appropriate models for analysis.

1. Solve tangent and velocity equations
2. Calculate limits
3. Calculated derivatives of polynomials and exponential functions
4. Apply maximum and minimum values
5. Graph with calculators

Prerequisites:

MTH150 or equivalent prior course.

MTH 162

Calculus II 60 hours; 4 units

Course Description: This course will continue the detailed study of Calculus with integration. Upon completion of this course the student could enroll in Calculus III. This course will include, but is not limited to, the following concepts:

1. Integrals
2. Applications of Integration
3. Techniques of Integration
4. Advanced applications of Integration

Activities will include solving problems and using appropriate technological tools.

Course Objectives: Upon completion, students will be able to solve practical problems and use appropriate models for analysis.

1. Solve for areas and distances
2. Solve for volumes
3. Apply trigonometric integrals
4. Apply integration to Economics and Biology

Prerequisites:

MTH161 or equivalent prior coursework

MTH 163

Calculus III 60 hours; 4 units

Course Description: This is an advanced course in Calculus. Upon completion of this course the student should have a detailed understanding of all aspects of Calculus. This course will include, but is not limited to, the following concepts:

1. Differential equations
2. Infinite sequences and series
3. Vectors and space geometry
4. Partial derivatives
5. Second-order differential equations

Activities will include solving problems and using appropriate technological tools.

Course Objectives: Upon completion, students will be able to solve practical problems and use appropriate models for analysis.

1. Modeling with differential equations
2. Use calculus with parametric curves

3. Solve functions as power series
4. Solve multiple integrals

Prerequisites:

MTH162 or equivalent coursework



SCI 110

Physics 45 hours; 3 units

Course Description:

This course introduces the student to classical and modern principles of Physics, from Mechanics and Thermodynamics to Sound, Electricity, Magnetism, Optics and Atomic physics. The students will gain a deeper understanding of the physical concepts of the world around them, and are motivated and encouraged to learn of current and emerging practical applications based on the theories introduced in this course.

Course Objectives: After completing this course, the student should will have a clear and logical understanding how things work in the physical world. The course should also help improve problem-solving skill through concept based questions.

1. Understand the principles of Mechanics
2. Understand the basics of Thermodynamics, and Waveforms
3. Understand the principles of Electricity and Magnetism
4. Understand Optics and Modern Atomic Physics

SCI 120

General Biology 45 hours; 3 units

Course Description:

This introductory course explores the principles of life, evolution, biodiversity and ecology. It provides the student an understanding of each of these principles as they apply to plants and animals alike. A basic appreciation of genetics provides the key to understanding life, and its many processes that are vulnerable to outside forces.

Course Objectives: After completing this course, the student should gain a full understanding of key concepts in Biology that go beyond rote memorization. This course will guide the student when making important decisions in life that require an understanding of biology and the processes of science.

1. Understand the principles of cellular life
2. Understand the structure of DNA, Cell reproduction and Genomics
3. Understand the principles of Evolution and Biodiversity
4. Understand plant structure and conservation biology

SCI 130

Principles of Chemistry 45 hours; 3 units

Course Description:

An introduction to the basic principles of chemistry for general education. The course is built up through the study of atoms and molecules, chemical bonding, how and why substances react, and the relationship between chemical structure and biological function. A study of ideal gases, acids and bases, with a special mention for the chemistry of carbon polymers, completes a well-rounded introduction to this subject.

Course Objectives: After completing this course, the student should be able to understand chemical interactions from first principles. Keeping the model of the atom in mind the student should be able to logically work out relations between substances and avoid rote learning. The course will also help develop problem solving skills that are valuable life skills.

1. Understand the modern model of the atom
2. Understand chemical bonding, structure and function, and reactions
3. Understand ideal gases, acids and bases
4. Understand carbon and polymers

SBS 110

Introduction to Psychology 45 hours; 3 units

Course Description:

This course provides an introduction to psychology as the scientific study of mental processes and human behavior. Biological, environmental and social factors which influence human behavior are examined as well as how humans feel, reason, remember, learn and develop. Psychological disorders and therapy methods are introduced.

Covered topics include:

1. The Science of Psychology
2. The Biological Perspective
3. Sensation and Perception
4. Consciousness: Sleep, Dreams, Hypnosis, and Drugs
5. Learning

6. Memories
7. Cognition
8. Development Across the Life Span
9. Motivation and Emotion
10. Sexuality and Gender
11. Stress and Health
12. Social Psychology
13. Theories of Personality
14. Psychological Disorders
15. Psychological Therapies

Prerequisites:

There are no prerequisites for this course.

Course Availability: SBS110

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

SBS 120

Sociology 45 hours; 3 units

Course Description:

Provides an introduction to the scientific study of human social behavior. Presents the latest data and insights on behaviors, beliefs, issues, and trends on national and global levels from a sociological perspective. Themes covered include diversity, the application of sociology to everyday life, the impact of media, the importance of a global perspective, and social and global change.

Course Objectives: Upon successful completion of this course, the student will be able to:

1. Explain the key concepts of social relations, social interaction, social structure, and social change
2. Demonstrate a critical understanding of the interplay of the one's own life and the larger social dynamics that influence experience, behavior, opportunity, choices, and social reality
3. Describe the theoretical perspectives and research methodologies used by sociologists
4. Exhibit a greater awareness of sociological issues including class, race, gender, religion, crime, globalization, and health care

SBS 130

U.S. History from 1865 to the Present 45 hours; 3 units

Course Description:

This course covers American history from Reconstruction through present times with a focus on analysis and interpretation of varying historical perspectives and assumptions.

Course Objectives: Upon successful completion of this course, the student will be able to:

1. Identify the important people and the major events, issues, ideas, and movements that have shaped the American consciousness
2. Analyze and interpret history from multiple historical and political sources and perspectives
3. Evaluate the development of American economic and foreign policies and explore how the U.S. emerged as a global power
4. Appreciate the diverse struggles in America for democracy and justice

SBS 140

Geography 45 hours; 3 units

Course Description:

Provides a foundation for understanding world geography with focus on the themes of location, place, human-environment interaction, movement, and region.

SBS 150

Economics 45 hours; 3 units

Course Description:

Provides an overview of economic concepts and an introduction to basic economic analysis, along with its applications and implications. Topics explored include how markets work, market efficiency and market failure, firm and consumer behavior, and policy issues such as taxation and international trade.

Course Objectives: Upon successful completion of this course, the student will be able to:

1. Have a basic understanding of economic concepts, including scarcity, allocation of resources, trade, present value, GDP, and CPI
2. Apply analytical skills to understand the choices of consumers, firms, and governments
3. Use models and graphs to understand and to illustrate relationships between different economic variables
4. Analyze the impact of various economic events on markets

SBS 160

Philosophy 45 hours; 3 units

Course Description:

This course provides a basic overview of the foundations of knowledge, religious belief, ethical theory, and social justice while introducing students to the key figures in western thought and their proposed answers to major philosophical questions.

Course Objectives: Upon successful completion of this course, the student will be able to:

1. Engage successfully in philosophical conversations, gain greater awareness of one's beliefs, and be able to articulate and argue for those beliefs
2. Understand basic philosophic concerns such as metaphysics, logic, epistemology, ethics and aesthetics
3. Characterize the various ways people give meaning to life, and identify ways in which one can create meaning in one's own life
4. Understand the relationships among philosophy, religion, and science
5. Identify the constituents of reality, and evaluate what it means for a something to be true
6. Inquire into the nature of society, the concept of "legitimate" authority, and humanity's evolving conceptions of it

SBS 170

Political Science 45 hours; 3 units

Course Description:

An overview of the American political process, institutions, public policies, ideologies, and political behavior.

MANAGEMENT LISTING**PRESIDENT****Doyle, Jamie – President / CEO**

1. Certificate – Music Performance, Musicians Institute
2. Pilots licenses – PPL, SEL
3. Advanced Ground Instructor
4. FAA Airframe & Power Plant License-A&P
5. FAA Inspection Authorization
6. FCC General Radiotelephone Operators License

VICE PRESIDENT**Park, Claire – Vice President, Compliance**

1. M.Ed. in College Counseling and Student Development– Point Loma Nazarene University
2. B.A. in Human Development and Education Studies – University of California, San Diego
3. VA Certifying Official
4. Member of Accrediting Council for Continuing Education and Training (ACCET) on-site team evaluator

DIRECTORS**Colbert, Paula – Controller**

1. B.S. in Accountancy – National University
2. C.P.A.

Limon, Pete – Director of Education

1. D.CS in Information Assurance – Coronado Technical University
2. M.B.A Stevens-Henager College
3. M.S. Software Engineering - National University
4. M.S. information Systems and Technology Management, Capella
5. Certifications: MCSE, MCSA, CCNA, MCP, Network, Security+, CEH, A+, Linux+

Ramirez, Joe – Director of Admissions

1. M.A. in Organizational Management – National University
2. B.S. in Administration and Management – Excelsior College

MANAGERS**Cornish, Corina – Marketing Manager**

1. B.A in Psychology – University of California, Santa Cruz

De Oliveira, Flavio – Human Resource Manager

1. B.S. in Psychology – Alliant International University
2. Professional in Human Resources (PHR) – HR Certification Institute

Howell, Anna – Student Services Manager

1. A.A. in Medical Office Management – Bryant & Stratton Business School

Hayden, Michael – Lead Instructor

1. M.B.A – University of California, San Diego
2. B.S in Workforce Education and Development – Southern Illinois University
3. Project Management Professional Certificate

Joiner, Christy – Lead Instructor

1. M.A in Economics – Southern Illinois University
2. B.S in Economics – Southern Illinois University

Kingston, Melissa – Student Records Manager

1. M.Ed with a concentration in Teaching Learning, and Evaluation – University of Ottawa

Martin, Randy – Online Program Manager

1. A.S. in Electronic Technology – Drury College
2. Certifications: CompTIA A+, Security+, Healthcare IT, MCT, MCSA, MCPS, CCNA, CCENT

Kelly, Patrick – IT Manager

1. B.S. in Information Technology – American Intercontinental University
2. Leadership and IT Management Instructor – U.S. Army
3. Certified Instruction/Facilitation Trainer – U.S. Army
4. 17 Years in Enterprise IT Management – Department of the Army (NGB)

FACULTY LISTING**FULL-TIME FACULTY****Abdullah, Saddam – CompTIA/ Cisco Instructor**

- B.S in Computer Science – Open University
- Certifications: CompTIA A+, Security+, CCNA

Bhatt, Bipin – General Education Instructor

- M.S. in Healthcare Administration – Independence University
- B.S. in Respiratory Therapy – California College San Diego
- Certifications: CompTIA A+, Security+, CCNA

Del Rosario, Rick – CompTIA Instructor

- M.Ed – Northcentral University
- M.S in IT – Coleman University
- B.S. in Electronics Engineering – ITT Technical Institute

Doroudian, Alan – CompTIA Instructor

- B.E. in Mechanical Engineering- Concordia University
- A.S. in Electronics Engineering Technology – DeVry University
- Certifications: CompTIA A+, Network+, Security+

Harper, Steed – CompTIA Instructor

- M.S in Information System Management – Coleman University
- B.S in Digital Entertainment & Game Design – ITT Technical Institute
- A.S in Information Technology Multimedia – ITT Technical Institute

Hashi, Ahmed – Cisco Instructor

- M.S. in IT – Sikkim Manipal University
- B.S. in Computer Science – Osmania University
- Certification: CCNP Switch, CCNA, CCNA-Security

Hawkins, Ryan – CompTIA Instructor

- B.S. in Computer Networks – Coleman University
- Certifications: CompTIA A+, Network+

Lachenmayr, Kirsten – CompTIA Instructor

- M.A in Liberal Studies – Fort Hays State University
- M.S in Information Systems – University of Phoenix
- B.S in Psychology – Kansas State University
- Certifications: CompTIA A+, MCP, MCP+1, MCSE

Ledgister, Michael – CompTIA Instructor

- M.Sc. in Software Development – National University
- B.Sc in Information System Security – American Military University, West Virginia
- Certifications: CompTIA A+, Network+, and Security+
-

Romero, Sheila – Microsoft Server Instructor

- M.S. in Electronic Commerce – National University
- B.S. in Information Technology Management – National University
- A.A.S. in Electronic Engineering Technology – Community College of the Air Force
- Certification: ACQ101, ACQ201A, CLE0004, MCSE, CompTIA Security+, MCP+IIS, HSD, ICOM DB

Mendell, Michael – CompTIA Instructor

- M.Ed. – University of Phoenix
- B.A. in Management – University of Phoenix
- B.S. in Computer Information Science – Coleman University
- Certification: CCNA

Parrinelli, Phillip – CompTIA Instructor

- M.B.A – Rochester Institute of Technology
- M.S in Computer Science – University of Alabama
- B.S in Business Administration – State University of New York

Phillippi, Don – CompTIA Instructor

- M.S. in Instructional Technology – National University
- B.S. in Workforce Education – Southern Illinois University Carbondale
- Certifications: CompTIA A+, Network+, Security+, MCP, Windows 7

Peisl, Tatiana – Curriculum Development

- M.S. in Mathematics – Kyrgyz State University
- M.S. in Information Systems & Management – University of Phoenix

Sanchez, Elizabeth – Curriculum Designer

- M.B.A – Independence University
- M.A in English – University of Kansas
- B.A in English – University of California, San Diego
- Certification in Multimedia Graphic Design & Animation – Platt College

Sanjiv, Rema – Content Developer / Instructor

- M.S in Computer Engineering – San Jose State University
- B.S in Electronics and Communication – Kerala, India
- Teaching Credential in Mathematics – National University

Sears, Laila – Security Instructor

- M.S in Cyber Security and Information Assurance with a Specialization in Ethical Hacking and Penetration Testing – National University
- B.S in Information Systems – ITT Technical Institute
- A.S in Computer Network Systems – ITT Technical Institute

Waters, Jim – CompTIA Instructor

- B.A. in Vocational Education – San Diego State University
- Certifications: CompTIA A+, Network+, CCNA

ADJUNCT FACULTY**Abdullah, Saddam – CompTIA Adjunct**

- B.S. in Information Technology & Computing – Open University
- Certifications: CompTIA A+, Security+, CCNA

Bayles, Deborah – General Education Adjunct

- M.A. in Counseling Psychology – National University
- Teaching Credential in Education – California State University, Chico
- B.A. in English and Arts – California State University, Chico

Brancheau, Ed – Office Program Adjunct

- M.S. in Civil Engineering – San Diego State University
- B.S. in Civil Engineering – San Diego State University

Bridge, Bradford – CompTIA Adjunct

- M.S. in Software Engineering – National University
- B.S. in Business Marketing with minor in Electronics – Northeastern University

Ehrman, Jeff – Cyber Security Adjunct

- M.B.A. – University of Phoenix
- Certifications: Certified Information Systems Security Professional (CISSIP)

Holladay, Richard – Cisco Instructor

- Ph.D in Music Theory and Analysis – Ohio State University
- M.A in Music Theory and Analysis – Ohio State University
- Certifications: CCNA, JNCIA-Junos, CCNA Security, CCNP

Houshian, Bijan – Online Adjunct

- M.A. in Business Management – National University
- B.A. in Electrical Engineering – California State University, Fullerton
- Certifications: CCNA, CompTIA Network+, A+ and MCSE

Jones, Merle – Microsoft Adjunct

- M.S. in Information Assurance & Cybersecurity – Florida Institute of Technology
- B.A. in Business Information Systems with a minor in Criminal Justice – Ashford University

Marquez, Carl – Online Adjunct

- M.S in Educational Technology – National University
- B.S. in Kinesiology – San Diego State University
- Certifications: CCNA

Naggar, Sameh – CompTIA Adjunct

- M.B.A. in Technology Management – University of Phoenix
- B.S. in Electronics & Communications Faculty of Engineering – Ain Shams University Caro
- B.A. in Vocational Education – San Diego State University
- Certifications: MCT, MCSE, ITIL

Payneward, Lizette – Media Arts Adjunct

- B.S. in Media Arts – Art Institute of California

Peisl, Martin – CompTIA Adjunct

- Ph.D. in Electrical Engineering – Technical University Munich
- M.S. in Electrical Engineering, Computer Science and Electro physics – Technical University Munich

Read, Jim – General Education Adjunct

- M.A in English – West Virginia University
- B.A. in English – Shepherd University
- Teachers of English to Speakers of Other Languages (TESOL) Certified

Stangl, Thomas – CompTIA Adjunct

- M.Ed in Curriculum and Teacher Development – NorthCentral University
- B.S. in Electronics Technology – ITT Technical Institute
- A.S. in Electronics Technology – ITT Technical Institute
- Certifications: CompTIA A+

STAFF LISTING**ADMISSION**

Bagongahasa, Henry – Admissions Supervisor
Gonzales, Carlos Gabriel – Admissions Representative
Lopez, Vianey – Admissions Representative
Mickens, David – Admissions Representative
Montulli, Gregory – Admissions Representative
Muro, Maggie – Admissions Representative
Torres, Mike – Admissions Representative

BUSINESS & ADMINISTRATIVE

Deihm, Gina – Human Resources Coordinator
Lu, Helen – Executive Assistant to CEO
Mahoney, Alison – Receptionist
Prahm, Kaleigh – Executive Assistant to VP
Sepulveda, Amanda – Receptionist

FINANCE

Daniels, Andre – VA/Financial Aid Administrator
Lam, Julie – Accountant
Turner, Robert – VA Certifying Official
Veneracion, Marvin – VA Certifying Official
Villanueva, Jermaine – VA/Financial Aid Administrator

IT

Abdullah, Fatima – IT Support Analyst
Arca, Rommel – IT Network Security Analyst
Hall, Robert – Desktop Support Technician
Khong, Chanh – LMS Administrator
Parker, Quincy – IT Support

MARKETING

Matus, Zenia – Marketing Coordinator

RECORDS

Brancheau, Ed – Registrar
Cross, Wayne – Records Specialist
Montano, Shantal – Records Specialist
Mikesell, Richard – Education Specialist

STUDENT SERVICES

Carmona, Kimberly – Student Services Coordinator
Leyva, Priscilla – Career Services Coordinator
Sanchez, Alyssa – Student Services Coordinator

CALIFORNIA INSTITUTE OF ARTS & TECHNOLOGY

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ACKNOWLEDGEMENT OF RECEIPT OF CATALOG

I have received a copy of the 2018 CIAT Catalog, which contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name: _____

Signature: _____

Last 4 Social Security or C-Number: _____

Enrolled by: _____ Date: _____